



COLD HARBOUR
C of E Primary School

Health and Safety Policy

<u>Presented to..</u>	<u>Date</u>	<u>Signature</u>
Senior Leadership		(Head)
Staff Team		(Head)
Governing Body		(Head) (Chair)

Review Date: _____

Cold Harbour CE Primary School

Policy Ethos Statement

Ensuring that our children have every opportunity to develop the confidence and capacity to become successful, lifelong learners is a key task for us.

Cold Harbour is a school committed to 'Growing, Learning, Achieving Together' with strong Christian values underpinning this.

- ✓ **Growing** in confidence, faith, personal awareness and ability
- ✓ **Learning** in creative, fun, technologically assisted and investigative ways
- ✓ **Achieving** as individuals, teams and as a whole school community across a diverse range of opportunities
- ✓ **Together** through our shared Christian values of tolerance, faith, guidance, respect and nurture.

This policy will clearly define how the procedures and opportunities in school will enable all children to achieve our key aims.

‘Do all the good you can,
By all the means you can,
In all the ways you can,
In all the places you can,
At all the times you can,
To all the people you can,
As long as ever you can.’

(John Wesley)

1. Aim

The Governing Body of Cold Harbour CE Primary School will take all steps within its power to meet its responsibilities under the Health and Safety at Work etc Act and other health and safety legislation relating to its activities.

This Health and Safety Statement describes our organisation and arrangements for the management of health and safety within the School. It should be read in conjunction with the Council's Health and Safety Policy Statement and organisation and arrangements including the approved scheme for the local management of schools.

Text in italics indicates sources of advice, or other advice from the Director of Education & Library Services (DELS).

2. ORGANISATION

2.1 Responsibilities of Governing Body

The Council's Health and Safety Policy Statement sets out the principles by which some of the LEA's responsibilities as an employer have been delegated or devolved to governing bodies. The list which follows is a summary of those delegated or devolved responsibilities.

The Governing Body will:

- (i) formulate a Health and Safety Statement setting out in writing the responsibilities and arrangements for ensuring safety in the School. The Statement will comply with: the Council's Health and Safety Policy Statement; The Education Service's organisation and arrangements and Codes of Practice and Codes of Safe Working Practice (all of which are kept in the School's Health and Safety Handbook) and be reviewed at least once a year;
- (ii) implement new arrangements as necessary;
- (iv) provide appropriate resources from within the School's delegated and devolved budgets to implement the arrangements set out in this Statement and, in particular, ensure that health and safety implications are taken into consideration when setting priorities (eg premises and equipment maintenance, staff training);
- (v) receive from the Headteacher, or other members of staff as appropriate, reports on health and safety matters and report to the LEA, or other external body as appropriate, any hazards which are their responsibility, or which the Governing Body is unable to rectify from its own resources;

- (vi) seek appropriate specialist advice from the LEA and/or others on health and safety matters where the Governing Body is not fully competent or where additional advice could usefully be sought;
- (vii) promote high standards of health and safety in the School.

2.2 Duties of All Employees

Most of the day-to-day responsibility for health and safety matters will be delegated to employees, eg the Caretaker and Headteacher. All employees should:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- co-operate with their employer in all matters of health and safety, so as to enable the law to be complied with;
- not intentionally or recklessly interfere with, or misuse, any equipment or fittings provided in the interests of health, safety or welfare;
- report to their line manager* any serious and immediate danger to health and safety;
- report to their line manager* any shortcomings in the arrangements for health and safety;
- follow instructions when using any machinery, equipment, dangerous substance or safety device;
- only use equipment when satisfied that they are competent to use it.

* Headteachers should, in general, report to the Governing Body
Disciplinary action may be taken against anyone disregarding safe working practices.

2.3 Responsibilities of the Headteacher or Other Designated Person

The Headteacher (Miss Louise Quantrill), or other properly delegated person - Namely Mr Mick Kemp (Caretaker)* will: *(See guidance in paragraph 2.4)

- (i) have overall responsibility for implementing the School's health and safety arrangements as assigned by the Governing Body or Headteacher;
- (ii) be the focal point for day-to-day references on health and safety at the School and give advice or indicate sources of advice;
- (iii) report to the Director of Education hazards which cannot be rectified immediately or from within the resources of the Governing Body;

- (iv) stop any misuse of equipment etc. (Specialist advice may be obtained from the Health and Safety Officer or relevant Advisory Service);
- (v) arrange for any employee, or other person, strongly suspected of being drunk or under the influence of a prohibited substance during working hours to be escorted from the premises, and initiate disciplinary action as appropriate;
- (vi) ensure that instructions from the Local Education Authority on health and safety matters are reported to the Governing Body and/or implemented as appropriate;
- (vii) seek specialist advice on health and safety matters when necessary.

2.4 Responsibilities of Other Employees

It is recommended that each School draws up its own lists of health and safety responsibilities for all relevant persons, taking into account;

- (i) *responsibilities listed in paras. 2.1 - 2.3 of this Statement;*
- (ii) *responsibilities allocated in the Arrangements (Section 3) of this Statement, and;*
- (iii) *responsibilities listed in Annex One to this Statement*

It is also recommended that details of individual responsibilities are included in job descriptions and person specifications, in order to assist personnel selection and training.

3. ARRANGEMENTS

3.1 Fire and Other Emergencies

3.1.1 Emergency procedures exist covering a range of situations (eg medical emergency, serious injury, severe weather, fire, severe electrical fault, bomb alert, laboratory accident) which will or may arise.

These documents will be kept in the positions indicated.

<u>Type of emergency procedure</u>	<u>Location(s)</u>
1. Fire Evacuation Procedure areas	Classrooms and communal areas
2. First Aid Procedure	Medical Room
3. Emergency Closure	School and Head's Office

3.1.2 In an emergency a responsible person is to clear the area of people, take appropriate immediate action, eg close doors, isolate services, call emergency services and summon the **Headteacher or Assistant Headteachers** to arrange follow-up action.

3.1.3 Once emergency procedures have been put in hand the **Headteacher or Assistant Headteachers** will report the circumstances by telephone in accordance with the Fire and Other Major Emergencies in Education Establishments document which is kept in the school office

FIRST PRIORITY: in all hazardous situations is the safety of people, their removal from danger, care and the application of first aid.

SECOND PRIORITY: call the emergency services where necessary.

THIRD PRIORITY: safeguard premises and equipment, if possible.

3.1.4 **Headteacher** is responsible for providing the police with emergency telephone numbers for use if an emergency occurs outside of School hours.

3.1.5 Fire drills are held termly and are initiated by Headteacher and Caretaker

3.1.6 Details of the positions of the following isolation points (water, electricity, gas) are kept by the school Caretaker

Guidance - see Risk Management Handbook. NB Consider evacuation of disabled people and include arrangements for place of refuge, use of Evac-Chairs etc if necessary.

3.2 Fire Prevention and Detection Equipment Arrangements

3.2.1 School Caretaker is responsible for initiating the test of the following systems and completing the record sheets which are kept in the places indicated below:

<u>System Type</u>	<u>Location of Test Records</u>
1. Fire Alarm	Caretaker's Room
1. Emergency Lighting System	Caretaker's Room
2. Smoke/Heat Detection	Caretaker's Room

3.2.2 School Caretaker is responsible for conducting a visual inspection of fire fighting equipment (*possibly as part of the health and safety inspection*).

3.2.3 Kidde Thorne (Aqua Imtech from 01/04/10 ?) is responsible for conducting the annual test of fire fighting equipment.

Guidance - See Health and Safety Handbook Section 4.1.

3.3 Hazard Reporting, Risk Assessment and Safety Signs

3.3.1 **All employees and governors** should report hazards of which they become aware by means of verbally informing the School Caretaker

- 3.3.2 School Caretaker and Headteacher are responsible for initiating a risk assessment and any remedial action decided upon, including the provision of safety signs which comply with the regulations where necessary.

Guidance - See Health and Safety Handbook Section 1.6

3.4 First Aid

3.4.1 Employees indicated on the signs around school have been trained to First Aid at Work level and will be reviewed on a 3 yearly cycle.

- 3.4.2 The following employees have been trained to Paediatric Emergency Aid level

<u>Name</u>	<u>Date of expiry of certificate</u>
Julie Foster	7 th July 2011

- 3.4.3 On expiry of certificates or when an employee who has been trained as a first aider leaves the School, The Assistant Head will make arrangements for another person to be trained to replace them.

- 3.4.4 The names (and extension numbers if appropriate) of current first and emergency aiders are displayed at the following points in the School.

School Office, communal areas and corridors

- 3.4.5 First aid boxes are kept at the following points in the School.

Medical Room

- 3.4.6 Travelling first aid boxes are kept at the following points in the school

Medical Room

- 3.4.7 A termly check on the contents of boxes will be made by the Headteacher, School Caretaker and governor as part of the H&S walkabout.

- 3.4.8 Use of first aid materials and deficiencies should be reported to Sue Smith and Marilyn Golder who will arrange for replacement.

- 3.4.9 First aid record books are kept in the following places in the School.

Medical Room

- 3.4.10 Details of contact numbers for the nearest hospital casualty department and other medical services are kept in the School Office

3.5 Accident and Dangerous or Violent Incident Reporting and Investigation

- 3.5.1 An employee who witnesses an accident or dangerous or violent incident, or to whom one is reported, will make an entry in the accident report book which is kept in the School Office as soon as practicable afterwards.

- 3.5.2 Accident reports should be drawn to the attention of and counter-signed by the Head Teacher . Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work he/she will act to remove or isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident he/she will report the accident in accordance with the Council's procedures.

Guidance - See Health and Safety Handbook Section 2.1.

3.6 Entering and Leaving the Premises

- 3.6.1 The School Caretaker is responsible for opening and securing the building as necessary.
- 3.6.2 During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the School Caretaker and Head Teacher

Guidance - See Health and Safety Handbook Section 4.2.

3.7 Maintenance of Premises and Housekeeping

- 3.7.1 All corridors, passageways and gangways should be kept clear of rubbish and obstructions. The School Caretaker will make a daily check. **All employees** are required to co-operate with decisions taken as a result of this check.
- 3.7.2 An employee encountering any damage or wear and tear of the premises, including safety signs, which may constitute a hazard should report to the School Caretaker by means of verbal contact or a note in the School Office.
- 3.7.3 Defective furniture should be reported to the School Caretaker
- 3.7.4 The School Caretaker is responsible for ordering repairs which are the School's responsibility, eg replacement of damaged glazing, under the delegated budget and /or LMS arrangements.

3.8 Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes

- 3.8.1 The Head Teacher is responsible for submitting proposals to the Director of Education FAO Education Planning Manager and for gaining the necessary approvals before work starts. This includes work financed by an external body or PTA..

Guidance - See LMS Handbook Section P 2.

3.9 Training

- 3.9.1 The Head Teacher will draw health and safety responsibilities and the Council's and school's health and safety arrangements to the attention of employees as part of their induction training
- 3.9.2 Where certificates of competence are required for potentially hazardous activities (eg woodworking machinery, swimming) the Head Teacher is responsible for keeping records of training undertaken, the validity of certificates and for arranging refresher training when necessary.
- 3.9.3 Employees who feel that they have need for health and safety training of any kind should notify the Head Teacher in writing.
- 3.9.4 The Head Teacher is responsible for reviewing the effectiveness of health and safety training.

Guidance : see Health and Safety Handbook Section 1.7.

3.10 Work Equipment

3.10.1 Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to:-

	<u>Person Responsible for Selection/Risk Assessment</u>	<u>Persons Authorised to Use/Operate</u>	<u>Persons Authorised to Inspect and Arrange Repairs</u>	<u>Frequency of Inspection</u>
1. Access Equipment (eg ladders, mobile access platform)	Caretaker	All Staff	Caretaker	Annually
2. Caretaking and Cleaning Equipment (including hand tools)	Caretaker	Cleaners	Caretaker	Termly
3. Grounds Maintenance Equipment	Goldleaf contractors			
4. PE and Play Equipment	Head	All Staff	LA bought in	Annual
5. Mobile Staging and Seating/Pianos	Head	All Staff	Caretaker	Annual
10. Portable Electrical Appliances	Caretaker	All Staff	A&C Testing	Annual

3.10.3 Dangerous Parts of Machinery

The following machines are identified as having dangerous parts which rely on adequate guards or interlocking devices to ensure safety e.g. the paper guillotine. The School Caretaker will (i) conduct checks to ensure that guards are functioning correctly and are in place when machinery with dangerous parts is being used by employees or pupils, and

(ii) will take follow-up action (ie taking machines out of service) when necessary.

3.10.4 Phase Leaders are responsible for instructing employees and pupils on the correct use of equipment (including use of guards) before the latter are authorised to use it. They are responsible for reporting to the School Caretaker any equipment which is not fitted with appropriate safety features (eg guards) or which is in need of maintenance to ensure safety, and for taking such equipment out of use in the meantime.

3.11 **Safety Inspections**

3.11.1 Health and safety inspections of premises will take place at least once every term. They will be initiated by the Head Teacher. The nominated person will conduct the inspection jointly with the School's health and safety representative(s) if possible.

3.11.2 Safety Representative - Inspection and Report Forms (ED/B----) will be completed and the top copy will be forwarded to the **Health and Safety Officer**, Saxon Court, 502 Avebury Boulevard, Central Milton Keynes. Responsibility for following up action on the report will rest with the Head Teacher and Caretaker

Guidance - See Health and Safety Handbook - Section 1.3

3.12 **Provision of Information**

3.12.1 The Head Teacher is responsible for distributing all health and safety information received by the School from the CEO or elsewhere and for the maintenance of a health and safety information reference system.

3.12.2 All health and safety documentation is kept in or with the Departmental Health and Safety Handbook which is kept in the Caretaker's Office and is readily available for reference by all employees. This is the master file. The exception is where information is more appropriately kept at a particular location (eg risk assessments for the use of hazardous substances). In such cases, the School Caretaker will inform the relevant employees of the location and information kept on these files.

3.12.4 All new health and safety information received at the School will be copied. The original will be kept on the appropriate file. The Head Teacher will

decide on the circulation of each document. Employees will sign to confirm they have read and understood the information. A copy of the information will also be displayed for two weeks on the School health and safety notice board. The noticeboard is sited in the Staff Room and has an abstract of the Health and Safety at Work Act 1974 in place.

3.13 Curriculum Planning (eg Educational Visits, Work Experience)

3.13.1 Particular activities requiring the approval of specific persons are identified as follows:-

Educational visits including overnight stay

Educational visits (not including overnight stay)

Work experience placements

Use of School transport

Guidance - See Health and Safety Handbook Section 12

3.14 Dangerous Substances

3.14.1 Inventories of dangerous substances used in the School are maintained by the following employees,
Name/Post (eg Caretaker/Art Co-ordinator) Type of substance (eg Cleaning materials, Art Material)

School Caretaker - All cleaning materials and substances

3.14.2 Local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually, and tested by LA traded in or Imtech Aqua from 1st April 2010. They are responsible for ensuring that report forms are available for reference.

Guidance - see Health and Safety Handbook Section 5.4. and 5.5.

3.15 Manual Handling

3.15.1 The following employees Headteacher, Caretaker, Phase Leaders are responsible for maintaining an audit of the manual handling activities in the school. They will bring forward proposals, where practicable, to avoid the activity, or to reduce the risk. The proposals will be implemented or included in an appropriate plan where they are dependent on the purchase of equipment. They are also responsible for monitoring safe systems of work where manual handling cannot practicably be avoided.

Guidance- see Health band Safety Handbook Section 6..1

3.18 Waste Management and Cleaning Arrangements

3.18.1 Waste is collected daily by the cleaners and the school Caretaker will arrange for its safe storage in appropriately sited secure containers. All

employees are responsible for reporting accumulation of waste, or large items of waste that require special attention to the Caretaker who will arrange for its disposal.

3.18.2 All employees are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the Caretaker who will arrange for them to be dealt with.

3.18.3 Hazardous materials or substances require special procedures for disposal. **All employees** are responsible for ensuring that hazardous substances are disposed of safely and in accordance with the appropriate risk assessment sheet. Advice may be sought from the school Caretaker

3.18.4 The School Caretaker is responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LEA.

3.18.5 An employee who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the School Caretaker who will assess whether the arrangements can be changed.

3.19 Use of Premises Outside School Hours

3.19.1 The Head Teacher and School Caretaker are responsible for co-ordinating lettings of the premises in accordance with the lettings procedure.

3.19.2 The School Caretaker is responsible for informing other users of the building of the presence of any hazards which they may encounter and how the risks have been controlled (*eg cordoning off, warning notice*).

3.19.3 The School Caretaker is responsible for checking that the premises are left in reasonable order by other users before locking up.

3.21 Visitors and Contractors

3.21.1 **All visitors and contractors** should report on arrival on site to the School Office who will:

- (i) identify a contact person;
- (ii) issue a visitors badge
- (iii) provide them with relevant health and safety information;
- (iv) remind them of their duties to the School community (if applicable eg contractors)

3.21.2 Visitors will be invited to sign the visitor's book and will be informed of this request by means of a verbal request

3.21.3 An employee seeing an unidentified person should act in accordance with agreed procedures.

Guidance -see Risk Management Handbook, DfEE circular 'Dealing with Troublemakers'

3.21.4 The School will normally use contractors on the Council's approved list. If a contractor not on a Council approved list, where one exists, is selected Cold Harbour FPP Governors are responsible for vetting the firm to ensure that it is competent and capable of undertaking the work and complies with relevant legislation, including the Health and Safety at Work Act*

3.21.5 Responsibility for liaison with contractors, and for matters set out in Appendix 3 of the Code of Practice on the Control of Contractors and the LMS Handbook Section P4, is allocated as follows:

Building Cleaning: Head and Caretaker

Building Maintenance and Improvements: Head and Caretaker

Grounds Maintenance : Caretaker

Catering: Pupil and Family Administrator (Julie Prosser)

3.21.6 The risk assessment for the cash handling arrangements in the school is undertaken by the school Bursar - Mrs. Sally Wells

Guidance: See Health and Safety Handbook Section 9.1. LMS Handbook Section P4

3.22 Supplies (Purchasing/Procurement and Deliveries)

3.22.1 The Governing Body will comply with the Code of Safe Working Practice on the Purchasing and Procurement of Supplies and Deliveries.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the School. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors.

They will also assess any revenue implications of the necessary maintenance of donated items.

<u>Name</u>	<u>Type of Orders etc</u>
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Head Teacher	All
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3.22.2 Deliveries of goods will be reported to the School Office

3.22.3 Arrangements for the safe movement and storage of supplies will be made by the School Caretaker.

Guidance: See Health and Safety Handbook Section 8.1.

3.24 Visits and Recommendations of Enforcing Authorities eg HM Inspectors of Factories (HSE), LEA Safety Officers, Environmental Health Officer

3.24.1 Notification of visits and recommendations should be given to the Head Teacher who will (i) co-ordinate action (ii) report matters requiring authorisation/action to the Governing Body or LEA.

3.25 Display Screen Equipment

3.25.1 The following employees are classified as users of display screen equipment and an assessment will be made by a competent (i.e. trained) assessor of their workstations. They will be entitled to a regular eye test.

Mrs Sally Wells
Mrs Julie Prosser

3.25.2 The Head Teacher is responsible for carrying out the risk assessment.

3.25.3 Individual employees are responsible for initiating action required as a result of the assessment.

Guidance - See Health and Safety Handbook Section 7.3.

3.26 Noise

3.26.1 **An employee** concerned about the noise levels at work should report the matter to the School Caretaker who will arrange for remedial action or for an assessment to be made by the **Health and Safety Officer**.

Guidance - See Health and Safety Handbook Section 13.1

3.27 Smoking

3.27.1 The Governing Body has prohibited smoking in the School and in vehicles under its control.

The only exceptions will be in or during:

- (i) certain outside work;
- (ii) car parks and areas outside the School buildings
- (iii) any other area designated by the Headteacher where, due to special circumstances, a ban would be unreasonable

Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils whilst on duty.

The policy applies equally to all people who have business in the school premises including County Councillors, employees, pupils, parents and other visitors. Although it is recognised that there may be circumstances when it will not be possible or advisable to stop a member of the public from

smoking, employees are requested as far as possible to encourage visitors not to smoke. The Governing Body recognises the right of individuals to be smokers but is mindful of the right of the non smoking majority to work in, visit and use a smoke free environment.

In the few instances where these rights conflict, the aim will be to seek a reasonable solution, initially by negotiation and without the need to use more formal procedures.

3.27.2 All job applicants will be informed by verbal induction of the no smoking policy.

3.27.3 No Smoking signs will be displayed in the School wherever appropriate.

3.27.4 The Governing Body recognises that some employees may have difficulty in complying with this policy. Counselling sessions can be organised for those staff who require assistance. Other help may also be available. Requests for support should be made to the Head Teacher.

Guidance - See Health and Safety Handbook Section 10.2

3.28 Administration of Medicines

3.28.1 The Head Teacher is responsible for deciding whether to agree to requests for the administration of medicines to pupils.

3.28.2 Records of requests for the administration of medicines to pupils which the School has agreed to meet are kept by Mrs. Prosser in the School Office

3.28.3 The administration of medicines record book is kept in the School Office.

3.29 Vehicles

3.29.1 **The Headteacher** is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by the School are operated in accordance with the law and with the County Council regulations for the use of vehicles.

3.29.2 School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure referred to in paragraph 3.13.

3.29.3 Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from the Head Teacher (prior to the first use of any vehicle). He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

3.29.4 The Head Teacher is responsible for informing the Council of the acquisition of a vehicle in order that registration, taxing and testing can be arranged.

3.29.5 The Head Teacher is responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Council.

3.29.6 The Head Teacher is responsible for maintaining a list of authorised drivers of School vehicles who have passed the appropriate test.

Guidance - LMS Handbook Section M2

"Regulations for the Use of Vehicles" - available from the Passenger Transport Officer, Civic Offices

3.30 Bullying/Harassment

3.30.1 The School's policy on behaviour (including bullying) is kept in the master file in the Head's office

3.30.2 Records of bullying incidents and action taken are kept in individual classes

Guidance - Guidance and advice on whole School behaviour policies and bullying is available from the Psychological Service.

A leaflet on harassment (aimed at employees) is available from the Health and Safety Officer.

DFE circulars No 8/94 paras. 54 - 58. Action Against Bullying and 'Dealing with Troublemakers'

3.31 Insurance

3.31.1 Insurances are arranged by the County Council for all LEA maintained Schools.

Guidance see LMS Handbook Section F3.

3.32 Audit, Review, Performance Measurement and Action Plan

3.32.1 The Head Teacher is responsible for sending a copy of the School's Health and Safety Statement to the Council.

3.32.2 The Finance, Personnel and Premises committee is responsible for carrying out:

(i) an annual review of the Statement and its implementation in the School;

(ii) a performance measurement exercise and;

(iii) including action for improvements in the appropriate development plan.

Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept by Mrs. Wells in the school office.

3.32.3 The Health and Safety Officer is responsible for external audit of the management of health and safety in the School.

Guidance - See Health and Safety Handbook Section 1.3

ANNEX 1

CONTACTS FOR HEALTH AND SAFETY ADVICE AND ASSISTANCE

Advice and assistance is available from line managers and from:

Health and Safety Officer	Tel. No. 253526
Advisors and School Support Services	Tel. No. 253341
Catering General Manager	Tel. No. 252849
Head of Infrastructure (Cleaning and Catering)	Tel. No. 252577
Education Planning (Security)	Tel. No. 253375
Insurance Manager	Tel. No. 252315
Corporate Maintenance Manager	Tel. No. 252745
Passenger Transport Officer	Tel. No. 252481
Road Safety Officer	Tel. No. 252357

ANNEX 2

MODEL HEALTH AND SAFETY STATEMENT FOR SCHOOLS - MODEL LISTS OF RESPONSIBILITIES

1. Governing Body/Individual Governors/Committee

- (i) See Education Service Health and Safety Statement paragraph 2.2.
- (ii) See list on pp 1 - 2 of Model Health and Safety Statement for Schools for responsibilities of Governing Bodies
- (iii) Take any responsibilities from Section 3 of Model Statement (Arrangements) assigned to the Governing Body corporately or to individual governors or committees

2. Headteacher

- (i) See lists on pp 2 - 3 of Model Statement and paragraph s6 of this annex for duties of a) all employees and b) Headteacher.
- (ii) Take any responsibilities from section 3 (arrangements) assigned to the Headteacher.

3. Other Employees in Line Management Positions eg Deputy Headteacher, Head of Department, Bursar, some Caretakers

- (i) See lists on p 2 and paragraph 6 of this annex of the Model Statement for duties of all employees
- (ii) See lists on pp 2 - 3 of Model Statement for duties assigned to respective employee
- (iii) The following list of responsibilities will normally attach to an employee in such a position unless: they have been specifically allocated to another person and included in their list of responsibilities

 - (a) Implementation of the school's health and safety arrangements within their area of responsibility as directed by the Headteacher.
 - (b) Where necessary, establish, maintain and monitor safe working procedures within area of responsibility eg the use, handling, storage and transport of articles and substances.

4. Teachers

- (i) See lists on p 2 of the Model Statement and paragraph 6 of this annex of the Model Statement for duties of all teachers.
- (ii) See lists on pp 2 - 3 of Model statement for duties assigned to respective employee
- (iii) The following list of responsibilities will normally attach to a teacher unless: they have been specifically allocated to another person and included in their list of responsibilities or they are not relevant to the school.

 - (a) Exercise effective supervision of the pupils, be aware of the emergency procedures and carry them out when necessary
 - (b) Be aware of safe systems of work to be adopted in their teaching area and apply them as necessary
 - (c) Give clear instructions and warning of hazards and safety measures before work starts and as and when necessary.
 - (d) Ensure, so far as it is within their power, that adequate risk assessments have been made for practical lessons, in particular, and ensure that control measures are appropriately deployed.
 - (e) Ensure that personal protective equipment is used, where required by a risk assessment.

- (f) Exercise careful control of products to be made during practical lessons, including researching appropriate regulations eg trading standards.

NB These duties also apply to students who are allocated to the school for teaching practice/observation.

5. Caretakers/Site Maintenance Employees

- (i) see lists on p 2 of Model Statement and paragraph 6 of this annex for duties of all employees
- (ii) see lists on pp 2 - 3 of Model Statement of duties assigned to respective employee.
- (iii) The following list of responsibilities will normally attach to an employee in such a position unless they have been specifically allocated to another person and included in their list of responsibilities.
 - (a) Ensure, so far as is reasonably practicable, that the toilet facilities are maintained in a clean and hygienic condition, adequately ventilated and supplied with adequate facilities for washing (eg soap, towels).
 - (b) Ensure, so far as is reasonably practicable, that the school grounds, including playgrounds and playing fields are safe and free of broken glass, dog fouling and other hazards.

6. All Employees - Additional Duties Arising from Employees Arrangements

- (i) Check, as far as is reasonably practicable, that classroom/work area and equipment is safe before use.
- (ii) Ensure the safe use, transport, handling and storage of articles and substances for which they are responsible
- (iii) Inform their line manager of any concerns they may have about the safety of a particular task (eg manual handling) in order that they may assess and, if appropriate, modify the system of work, or refer the matter to the CEO for advice
- (iv) All employees are responsible for directing colleagues, visitors or pupils with due regard to health and safety (eg manual handling operations).

7. Responsibilities of Pupils

- (i) Exercise personal responsibility for the safety of themselves and others with whom they work

- (ii)** Observe all the health and safety rules of the school
- (iii)** Observe standards of dress that are consistent with high standards of health, safety and hygiene
- (iv)** Listen to and follow the instructions of any member of staff specially in an emergency
- (v)** Use and not wilfully misuse, neglect or interfere with equipment and notices provided for their health and safety.