

Thornton Primary School Health & Safety Policy 2017-18

Adopted on Tuesday 2nd October by the
Resources committee of the Governing
Body

CONTENTS



- Health and Safety Policy Statement
- Health and Safety Policy –
 - Organisation and Responsibilities
- Health and Safety Reporting Structure
 - 2016-2017
- Health and Safety Arrangements
- Notice to Contractors

HEALTH AND SAFETY POLICY

STATEMENT

The Governing Body of Thornton Primary School is committed to providing an environment which secures, in all reasonable terms, the health, safety and welfare of all persons using the school.

The Governing Body recognises that the health, safety and welfare of all staff and pupils occupied in education both on and off the school site is primarily the responsibility of Birmingham City Council and the Directorate of Children, Young People and Families (Directorate for Children's Services). The Governing Body also acknowledges and accepts that for practical purposes this responsibility is delegated in the first instance to the School's Governing Body.

Therefore the Governing Body will attempt to:

- comply with legislation and approved codes of practice on health and safety including safeguarding.
- establish and maintain a safe and secure working environment and safe working procedures among staff and pupils.
- provide adequate first aid and welfare facilities.
- provide appropriate health and safety training for staff and pupils.
- develop and review procedures which promote the safety of staff and pupils on the school site and when undertaking programmed visits/activities off the school site.
- ensure that appropriate risk assessments are in place, and that these are reviewed regularly, redefined as relevant and monitored continuously.
- ensure that all procedures are in place to deal with accidents on the school site and as relevant off the school site.
- ensure that all staff are acquainted with the school's health and safety procedures and that all staff follow all procedures which determine safety.
- ensure that all staff recognise their legal duty to take reasonable care and comply with the agreed statements.
- define and have in place procedures to acquaint visitors, including parents, and contractors with their responsibilities for health and safety on the school premises.
- maintain an effective and efficient school Health and Safety Committee.

The Governing Body encourages a full sense of shared responsibility for health, safety and welfare. To this end the Governing Body expects all members of staff to co-operate fully in the implementation of the school's Health and Safety Policy and both in meeting statutory provision and in following school procedures, to ensure that the working environment for staff and pupils is as safe and healthy as possible.

The Governing Body is concerned with the proportionate management of real risks caused at work and therefore to achieve realistic outcomes it is not intended to eliminate every minor risk from every moment of the school day for everyone.

THORNTON PRIMARY SCHOOL'S HEALTH AND SAFETY POLICY

ORGANISATION AND RESPONSIBILITIES

THE GOVERNING BODY

Governors are responsible for the strategic overview of health and safety, including that of ensuring full implementation of the Schools Health and Safety at Work Policy.

The Resources Committee of the Governing Body considers all health and safety legislation and the effective management of all health and safety issues including safeguarding and risk assessment for ensuring the health and safety of all school site users. This committee will also monitor and review regularly all relevant arrangements, reporting as appropriate to the full Governing Body.

The committee shall be concerned with seeking to improve upon good practice in all aspects of health, safety and welfare.

THE HEADTEACHER (Mrs. S. Simmons)

The Governors charge the Headteacher with the day to day responsibility of managing, co-ordinating and enforcing the school's Health and Safety Policy. As appropriate and necessary the Headteacher will initiate, support and assist all staff in the risk assessment process; offer advice as relevant, indicating sources of advice and maintaining contact with outside agencies able to offer expert advice; check and monitor that working practices conform to the Health and Safety Policy; give regular reports to the Governing Body on safety and welfare matters.

The Deputy Headteacher will assume these responsibilities in the absence of the Headteacher.

THE SCHOOL SITE MANAGER (Mr R Corbett)

The School Site Manager is delegated Health and Safety responsibilities by the Headteacher. The Site Manager has the oversight for the clean, secure and safe condition of the school site, including building and grounds on a daily basis; responding to all health and safety needs promptly; carrying out regular inspections of the school for hazards or unsafe equipment.

The Site Manager is also responsible for the supervision of cleaning staff, materials and all equipment used, and for the first point of call and active liaison with contractors on the school premises; ensuring that they comply with and are aware of Health and Safety Policy and arrangements; being involved in undertaking and assisting in the risk assessment process as relevant to responsibilities; reporting to Headteacher and Governors as required.

He is responsible for ensuring that all appropriate equipment in the school is regularly tested including the school alarm system for emergency evacuation procedures. He will ensure that he is fully trained to keep up to date with all Health and Safety matters as they affect the school site.

THE DEPUTY HEADTEACHER AND SENIOR LEADERSHIP TEAM

The Senior Leadership Team undertakes a significant role in Health and Safety.

The Senior Leadership Team has the oversight of the well being and safety of the staff, pupils and safe systems in operation during the school day. They participate in the development of risk assessment strategies and procedures; consult and report to the Headteacher; review and improve all practices concerned with Health and Safety. They have an overview of safety in the school curriculum including e-safety and educational visits. The school has four members of SLE trained as Designated Safeguarding Leads and are fully trained to carry out this role. The SLT liaises with Phase Leaders regularly to consider Health and Safety issues concerning movement around the school entry and exit to and from school; and other possible hazardous situations. This team will undertake any investigations in case of accidents working in collaboration with the Headteacher.

The SLT also ensure that visitors to the school comply with safeguarding and safety procedures as relevant. Members of the SLT undertake the sharing of regular emergency evacuation procedures, followed by review for improvement.

THE SCHOOL NURSE Mrs D Mian

The School Nurse has the oversight of the health and well being of pupils and staff. She liaises with the local health authority, parents and relevant agencies; producing individual care plans for all pupils with known medical needs; organising appropriate training for staff; dealing with all accidents, sickness and first aid. She is responsible for keeping an accident register. She is supported in health care of all pupils alongside staff with First Aid qualifications (see up to date list Appendix A).

THE EDUCATION VISITS CO-ORDINATOR (Mr R Ricketts)

The Education Visits Co-ordinator has the oversight for the arrangements for Educational visits and ensures that risk assessments are in place in consultation with Phase Leaders.

PHASE LEADERS

Phase Leaders have the oversight for the daily health and safety of pupils and staff within their year group. They monitor health and safety of their phase area within the school site. They report regularly to SLT/Headteacher. They also have the oversight of risk assessments specifically within their phase. They are responsible for organising school visits within their year groups, and for all risk assessment procedures for year group trips. They are responsible for ensuring that all persons concerned with each visit are aware of all risk assessments and have an understanding of possible hazardous situations.

THE SCHOOL BUSINESS MANAGER (Mrs. H. Ahmed)

The School Business Manager is the line manager for the Site Manager and therefore is responsible in ensuring that all necessary Health and Safety procedures are followed.

She is also responsible to ensure that all staff and volunteers have valid DBS certificates and that the Single Central Record is fully compliant with the latest guidance.

Alongside the Site Manager the Business Manager ensures that the school grounds and buildings are safe places for anyone working or visiting the school.

CLASS TEACHERS/GENERAL TEACHING STAFF

The safety of pupils in the classroom is the responsibility of the class teacher.

All teachers are expected to know the emergency procedures in respect of fire, emergency evacuation of the building and First Aid. They are also expected to be familiar with the risk assessments and the safety measures that are adopted in their own teaching areas.

All teachers should exercise effective supervision of pupils ensuring that they know (the extent of which will be dependent upon the ages of the pupils) of the general emergency procedures in respect of fire and First Aid, risk assessments and special safety measures adopted in classrooms. All teachers should give clear safety instructions and warnings as often as necessary according to the subject being taught or the activity being carried out.

They should ensure that where necessary they have the correct protective clothing etc, and ensure that they follow safe working procedures. They should also make recommendations on safety measures to their line managers.

ALL OTHER EMPLOYEES

Every employee is expected to be familiar with risk assessment and to know the safety measures and arrangements to be adopted in their working areas and to ensure that they are applied. All employees should also observe that standards of dress are consistent with safety and hygiene and that they should exercise good standards of housekeeping and cleanliness.

All employees should know and apply the adopted emergency procedures in respect of fire, threat or First Aid. All employees are expected to use reasonably, and not wilfully misuse things provided for their own safety and for the safety of others. All staff are expected to co-operate as a team in promoting improved safety measures in the school, and to report any health and safety concerns.

THE PUPILS

The pupils are expected to show an increasing responsibility for the safety of themselves and of others. They should observe standards of dress which upholds standards of safety and hygiene. They should obey the safety rules of the school and safety instructions given by staff, particularly in an emergency.

THE PARENTS

The parents should co-operate with the health and safety rules of the school in the welfare and safety of all pupils and staff. In particular they should ensure that children wear appropriate dress that observe safety and hygiene requirements; that they support their children in safe travel to and from school, that they support the school's e-safety policy. All parents on the school premises must obey the health and safety policies in place. All parents should be aware of school expectations in the collection of pupils at the end of the school day to ensure the health and safety of everyone on the school site.