



BRINKWORTH EARL DANBY'S CE PRIMARY SCHOOL

Serving the communities of Brinkworth and Dauntsey

Headteacher: Mrs L Hilliard

VISION

Believe to Achieve!

To provide a secure, happy and stimulating learning environment in which EVERYONE is valued, spiritual growth is nurtured and potential maximised.

HEALTH, SAFETY and WELFARE POLICY

1.0 STATUS OF POLICY

- 1.1 This policy is provided in accordance with Section 2 of the Health and Safety at work act 1974. This implies that failure to comply with its requirements may be a criminal offence under the Act and may also provide grounds for disciplinary action or other sanctions.
- 1.2 This policy is written with full regard to the Local Authority's Health, Safety and Welfare Policy, the Local Management of Schools Scheme and the advice and guidance provided by the L.A.

2.0 STATEMENT OF INTENT

- 2.1 Within Voluntary Controlled schools, the Local Authority accepts primary responsibility for the health, safety and welfare of all employees and non-employees as directed by the Health and Safety at Work Act 1974 and other associated legislation. This responsibility is delegated locally to the Headteacher.
- 2.2 The Headteacher in concurrence with the Governing Body recognises that employees, pupils and all stakeholders of Brinkworth Earl Danby's School have the right to a safe and healthy working environment. They are committed to ensuring compliance with all statutory duties and, within that legal framework, encourage best standards to secure the health of pupils, staff and all stakeholders using both school sites or participating in school-sponsored activities. The Headteacher in concurrence with the Governing Body will manage this by identifying hazards and reducing risks as far as is reasonably practicable and within budget.
- 2.3 This does not, however, absolve any member of staff from their personal responsibility to ensure their own health and safety at work and the health and safety of others who may be affected by their acts or omissions including pupils, visitors and contractors.
- 2.4 As a broad principal our Health, Safety and Welfare Policy and Procedures will be used to support and enhance the potential range of activities available at our school, rather than curtail them.
- 2.5 The Governing Body will ensure that this policy is reviewed annually and updated, modified or replaced as necessary to ensure the health, safety and welfare of staff, pupils and all stake holders of Brinkworth Earl Danby's School. At all times giving full regard to the Local Authority's Health, Safety and Welfare Policy, the Local Management of Schools Scheme and all the advice and guidance provided by the L.A.

- 2.6 The Headteacher and Governing body recognise that joint co-operation between the L.A, Headteacher, Governors, employees and all external Stakeholders is essential to the successful implementation of this policy.

3.0 RESPONSIBILITIES

3.1 HEADTEACHER

As well as the duties which all members of staff have (see **3.3, 3.3.2, 3.3.3, 3.3.7, 3.4, 3.5, & 3.4**), the Headteacher has the general and specific responsibilities as set out in Section 4.11 of the L.A's policy statement on health, safety and welfare. These are;

3.1.1 General Responsibility:

- i. To manage the school's staff, sites and activities so that the health, safety and welfare of all those involved is secured.
- ii. To comply with L.A policy and duties under the Local Management of Schools scheme.
- iii. To bring any health and safety concerns outside of own control or any health and safety responsibilities that are unable to be met, to the attention of the Governing body and the L.A's Assistant Director (Resources and Improvements) on 01225 713268.

3.1.2 Specific Responsibility:

- i. To assess and record all significant risks to staff, pupils, parent/carers,
- ii. visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable.
- iii. To develop and distribute school and site specific policies on local health and safety issues.
- iv. To consider the health, safety and welfare of all the stakeholders of Brinkworth Earl Danby's School in the selection and recruitment procedure for all employees, helpers and governors.
- v. To monitor and secure compliance with the school's policy and the control measures identified through risk assessments.
- vi. To ensure staff and helpers are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with L.A and school health and safety procedures.
- vii. To inspect the school sites and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger (Risk).
- viii. To arrange routine maintenance and servicing of equipment through the L.A mechanism or other competent means.
- ix. To consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school sites.
- x. To investigate and record appropriately all accidents, near misses and episodes of work related ill health.
- xi. To monitor, evaluate and record the health, safety and welfare performance of all staff. Sharing information gathered with staff at their annually.
- xii. To have and practice emergency and contingency plans (see **3.1.5** below).
- xiii. To provide the means for consultation with staff on health, safety and welfare matters. (see **3.1.4**)
- xiv. Report incidents that fall within the scope of 'reportable' as defined within the Health and Safety for Schools Manual to the HSE and L.A as appropriate.
- xv. To supply an annual health and safety audit report of standard indicators to the Assistant Director (Resources & Improvement)
- xvi. To ensure the safety of any car parking areas.

3.1.3 The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

3.1.4 Staff Consultative Arrangements - The Headteacher in concurrence with the Governing Body will make arrangements for full and proper consultation with employees on Health, Safety and Welfare matters. The nominated safety representative of each accredited trade union or staff association will be offered a role in these consultations.

3.1.5 Emergency Plans

The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of either school site at risk. These incidents may be different for each site and should include arrangements for the Health, Safety and Welfare of all stakeholders at the beginning and end of each school day.

This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- i. save life
- ii. prevent injury
- iii. minimise loss

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the Governing Body and be regularly rehearsed by staff, helpers and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome recorded appropriately and reported to the Governing Body as agreed in the formal written procedure **'Emergency Plan'**.

3.1.6 Means of Accountability:

- i. Personal health and safety performance is monitored and evaluated during annual performance review by Governors.
- ii. The Assistant Director (Resources and Improvement) Richard Parker will evaluate the school's annual health and safety audit report.
- iii. School performance will be audited by the corporate health and safety section.
- iv. OFSTED will assess health and safety management.

3.2 GOVERNING BODY

3.2.1 General Responsibility:

- i. To take due account of the L.A'S Health, Safety and Welfare policy, within budget and other school policy considerations.
- ii. To ensure that health and safety responsibilities delegated under the Local Management of Schools Scheme are met.
- iii. In partnership with the Headteacher, develop a Health, Safety and Welfare policy that is specific to the needs of our school.
- iv. In partnership with the Headteacher develop Health, Safety and Welfare Procedures that are specific to the needs of both school sites.
- v. In partnership with the Headteacher, review this policy annually and update, modify or replace as it is considered necessary.

- vi. To bring to the attention of the Assistant Director (Resources and Improvement) any health and safety concern outside of the Governing Body's control or any health and safety responsibility that they are unable to meet.
- vii. So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary, assistants, helpers and volunteers and those on fixed term contracts, to receive comprehensive information on:
 - o This policy
 - o All other relevant health, safety and welfare matters
 - o The instruction and training that is available to all employees /stakeholders so that they may carry out their duties in a safe manner without placing themselves or others at risk.
- viii. To support the Headteacher in assessing and recording all significant risks to staff, pupils, parent/carers, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable.

3.2.2 Specific Responsibility:

- i. Ensure that there is an effective and enforceable policy for the provision of Health, Safety and Welfare throughout both school sites.
- ii. Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made.
- iii. Establish an effective Health, Safety and Welfare management structure within both school sites and monitor its effectiveness.
- iv. To monitor and evaluate the Headteacher's performance in respect of the health, safety and welfare of all stakeholders using both school sites.

3.2.3 Staff Consultative Arrangements - In concurrence with the Headteacher the Governing Body will support the arrangements made for full and proper consultation with employees on Health, Safety and Welfare matters. The nominated safety representative of each accredited trade union or staff association will be offered a role in these consultations.

3.2.4 Means of Accountability:

- i. Subject to scrutiny from OFSTED and financial regulators
- ii. The Assistant Director (Resources and Improvement) will evaluate the school's annual health and safety audit report.

3.3 ASSISTANT HEADTEACHERS, LEAD TEACHERS, TEACHERS AND SUPERVISORY STAFF:

3.3.1 In addition to the general duties which all members of staff have (see 3.4), Assistant Headteachers, Lead Teachers, Teachers and supervisory staff will be directly responsible to the Headteacher, or the member of staff nominated by the Headteacher, to have overall day-to-day responsibility for the implementation and operation of the school's health, safety and welfare policy within their relevant remit. As such the supervisory staff accept the responsibility set out in Section 4.12 of the L.A's policy statement on health, safety and welfare.

3.3.2 Areas of responsibility lie with:

- Assistant Heads - General within remit
- Subject Leaders - Health & Safety within their own curriculum areas
- Teachers - Teaching areas inside/outside
- MDSA's - Lunch areas and playgrounds
- Maintenance - Whole sites

3.3.3 ASSISTANT HEADTEACHER

3.3.4 General Responsibility:

- i. To assist the Headteacher to fulfil his/her responsibilities.
- ii. To ensure that those being lined managed comply with L.A. and school policy and procedures in respect of health and safety.
- iii. To develop safe systems of work for specific tasks.
- iv. To bring to the attention of the Headteacher and/or Governing Body any Health, Safety and Welfare concerns.

3.3.5 Specific Responsibility:

- i. To have overall day to day responsibility for the implementation and operation of the school's Health, Safety and Welfare policy within their relevant remit.
- ii. To work within the relevant L.A. and school policy.
- iii. To provide Health & Safety expertise in a particular area e.g. first aid, curricular area, policy procedure.
- iv. To identify the need for relevant knowledge, skills, equipment and materials.

3.3.6 Means of Accountability:

- i. Annual individual performance appraisal by Headteacher.

3.3.7 LEAD TEACHERS, TEACHERS AND SUPERVISORY STAFF:

3.3.8 General Responsibility:

- i. To assist the Headteacher to fulfil his/her responsibilities
- ii. To develop safe systems of work for specific tasks.
- iii. To bring to the attention of the Headteacher and/or Governing Body any Health, Safety and Welfare concerns.

3.3.9 Specific Responsibility:

As part of their day -to -day responsibilities they will ensure that:

- i. Safe methods of working exist and are implemented throughout their area of responsibility;
- ii. Health, safety and welfare regulations, rules, procedures and codes of practice are being applied efficiently;
- iii. Staff, pupils and others under their jurisdiction are instructed in safe working practices;
- iv. New employees working within their area are given instruction in safe working practices by the appropriate/person/people;
- v. Risk assessments are conducted in their area of responsibility as required by the Headteacher as necessary;
- vi. Regular safety inspections are made of their area of responsibility as required by the Headteacher as necessary;
- vii. Positive, corrective action is taken where necessary to ensure the health and safety of all staff, pupils and others;
- viii. All plant, machinery and equipment in their area of responsibility is adequately guarded, in safe working order and restricted to authorised persons only;
- ix. Appropriate personal protective equipment (PPE), first aid and fire appliances are provided and readily available in the area of work for which they are responsible;
- x. Hazardous and highly inflammable substances within their area of responsibility are correctly stored and labelled , and exposure is minimised; a full list of such equipment should be recorded and stored in school site office;

- xi. They monitor the standard of health, safety and welfare within their area of responsibility and they encourage all staff, pupils and others to achieve the highest possible standards of health and safety;
- xii. All health, safety and welfare information is communicated to the relevant persons.

3.3.10 Means of Accountability:

- i. Annual individual performance appraisal by Headteacher/Assistant Headteacher.

3.4 THE DUTIES OF ALL MEMBERS OF STAFF

3.4.1 General Responsibility:

- i. All staff are expected to familiarise themselves with the health, safety and welfare aspects of their work.
- ii. To work within L.A. and School policy
- iii. To report any situation that significantly compromises health, Safety and welfare.

3.4.2 Specific Responsibility:

All staff have a responsibility to:

- i. Take reasonable care of their own health, safety and welfare and that of any other person who may be affected by their acts or omissions at work;
- ii. Follow agreed working practices and safety procedures;
- iii. Report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
- iv. Ensure health, safety and welfare equipment is not misused or interfered with.
- v. Not introduce equipment for use on the school premises without the consent of the Headteacher.

3.4.3 Means of Accountability:

- i. Annual individual performance appraisal by Headteacher/Assistant Headteacher.

3.5 PARENT HELPERS AND VOLUNTEER GROUPS:

3.5.1 Specific Responsibility:

- i. To engage only in work or activities specifically authorised by the Headteacher/Assistant Headteacher/Governors and that they are competent to do so.
- ii. To work within the L.A. and school policy.
- iii. To report any situation that significantly compromises health, safety and welfare.

3.5.2 Means of Accountability:

- i. The Headteacher is responsible for all parent helper and volunteer activities.
- ii. Individuals may be directly accountable to enforcement officers.

3.6 HIRERS, CONTRACTORS AND OTHERS

3.6.1 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

3.6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal person in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.1.3 of this document.

3.6.3 When the school premises or facilities are being used out of normal school hours for a school sponsored activity then, for the purpose of this policy, the organiser of that activity, even if an employee of the school will be treated as a hirer and will comply with the requirements of this section.

3.6.4 When the premises or facilities are hired to persons outside the employment of the L.A. it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Headteacher and Governing Body and that they will not, without prior consent of the Headteacher or Governing Body:

- i. Introduce equipment for use on the school premises;
- ii. Alter fixed installations
- iii. Remove fire or safety notices or equipment;
- iv. Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

3.6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health & Safety Act 1974 and must pay due regard to the safety of all persons using the premises.

3.6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work and leave the site.

3.6.7 In addition, for notifiable construction work (notifiable to the Health & Safety Executive) where contractors are employed to carry out larger construction programmes i.e. those lasting more than 30 days or involving 500 person days of work, the Headteacher will appoint a CDM Co-ordinator in line with the Construction (Design and Management) Regulations 2007 (CDM 2007) The Headteacher will also appoint a Principal Contractor to manage and co-ordinate the project. The Principal Contractor must produce a construction phase health & safety plan, outlining the key arrangements to ensure that the work is carried out safely. Before any project can commence the Headteacher will agree the plan and ensure that adequate welfare arrangements have been put in place for the contractors.

3.6.8 The Headteacher or the Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to section 8 of the Health & Safety at work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety & welfare.

4.0 SOURCES OF ADVICE AND TECHNICAL ASSISTANCE

Whenever required the Headteacher, Governing Body and other staff are to seek advice from the L.A the Council's corporate occupational health & safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

5.0 SPECIFIC PROCEDURES AND FURTHER GUIDANCE

The Headteacher and Governing Body will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health & safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as

to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

5.1 The written linked procedures required within Brinkworth Earl Danby's Church of England School are as follows:

- Emergency Plans for:
 - *Fire evacuations*
 - *Bomb alert*
 - *Intruder alert*
 - *Flood alert*
 - *Accident*
 - *Medical incident/injury(RIDDOR)*
 - Emergency school closure (for any other reason)

- Risk Assessments
- Child Protection
- S.E.N.
- Health, Safety and Welfare procedures specific to pupils. (involve school council?)
- Safe Recruitment
- Recruitment of Ex-offenders
- Retention & disposal of CRB's
- Students/Work Experience
- Staff Training including, Assistant Heads, Lead Teachers, Teachers, SENCO, Admin, T.A's, T.P.A's MDSA's & Maintenance.
- Induction Programme
- Staff Disciplinary Procedures
- Complaints and Grievance Procedure
- Parent Helpers
- Visitors
- Parents on site
- No Smoking
- Stress Management
- Drug and alcohol misuse including the use of prescription drugs whilst working
- Working during Pregnancy
- COSHH
- Dealing with aggressive behaviour
- Using force to control or restrain pupils
- Prevention of legionaries disease
- Control of Asbestos
- Cash Handling
- Fire Safety Prevention and testing of equipment
- Unexpected loss of utilities
- Storage and administration of medicines
- Health care plans
- Managing illness, including communicable diseases for children and staff
- Pre-employment health screening
- Returning to work from sick leave
- Provision of first aid and reporting methods
- Influenza Pandemic

- Use of dangerous tools, equipment and machinery
- Organising outdoor educational activities (separate statement for Farm Visits)
- Overnight visits off site
- Overnight on site
- Lost or missing child on or away from site
- Failure to collect a child at the end of school
- Security at both sites including safety at the beginning and end of School Day & Key control
- Gates and Perimeter fencing
- Glazing
- Maintenance of dangerous equipment and electrical systems including PAT testing
- School Managed Projects
- Construction (Design and Management)
- Physical Education
- Art & Creative development equipment
- Swimming
- Pupil Initiatives with regard to Health, Safety & Welfare
- Working at height
- Manual handling
- Health & hygiene
- Food Management
- Cooking with Children
- Infection control, cleaning of toilet areas etc.
- Lone working
- Use of contractors
- Sheds and Stores
- Out of hours use of school buildings and facilities including TENS licence
- Brinkworth Earl Danby's School Association (BEDSA)
- Public Performance
- Vehicular movements on site/parking/access
- Pedestrian access
- High risk activities/school managed projects, associated with the curriculum or school sponsored events i.e. sports day, science club, gardening club, pond watch
- Data Protection
- Passenger Assistance & School Buses
- Lunch time supervision
- Use of playgrounds and fields
- Behaviour Management
- Buildings-Temperature Control
- Display Screens Staff & Pupil
- Sunshine Protection
- Trees
- Waste disposal
- Maintenance of buildings and grounds including, identifying issues, reporting, carrying out work, reporting of methods of work and conclusions.

6.0 ADDITIONAL STAFF PROCEDURES

Further guidance for all employees can be found within the Staff Handbook. Procedures to be found include:

- Use of personal electrical equipment
- Personal use of school equipment
- Personal food storage and preparation facilities

- Rest areas
- Personal belongings on site
- Parking
- Use of private vehicles for work purposes
- Working off site

7.0 The above procedures have been written with full regard to the Health & Safety at Work Act 1974, The Children Act 1989, The Children Act 2004, The Protection of Children Act 1999, The Rehabilitation of Offenders Act 1974, The Food Safety Act 1990 the national framework of Every Child Matters (green paper 2003) and the following Regulations:

- The Management of Health & Safety at Work Regulations 1999
- The Workplace (Health, Safety & Welfare) Regulations 1992
- Fire Precautions (Workplace) Regulations 1997
- Electricity at work Regulation 1989
- Health & Safety (first-Aid) Regulation 1981
- Manual Handling Operations Regulations 1992
- Provision and use of Work Equipment Regulations 1998
- Personal Protective Equipment (PPE) At Work Regulation 1992
- The Health & Safety (Display Screen Equipment) Regulation 1992
- The Control of Substances Hazardous To Health (COSHH) Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995
- Control of Asbestos at work Regulation 2002
- Construction (Design & Management) Regulation 1994

8.0 REVIEW

The Governing Body and Headteacher will review, update and modify this policy statement and all related policy procedures annually or more frequently if differing needs become apparent through ongoing Risk Assessment. Therefore as far as is reasonably possible ensuring the health, safety and welfare of staff, pupils and all stake holders of Brinkworth Earl Danby’s Church of England School.

Signed by the Headteacher: Name: L Hilliard Date: 02.10.17

Signed by the Health & Safety Governor: Name: A Lambert Date: 02.10.17

Next Review Date: September 2018

Document Issue Control:

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