

Gorsewood Primary School

Health and Safety Policy



Written by:	HBC Emma Jackson	Date: September 2021
Approved by:	Mark Dennett - COG	Date: November 2021
Last reviewed on:	15.09.21	
Next review due by:	15.09.22	

Policy to be reviewed when there is a change in HBC Policy or a change in legislation.



Health & Safety Policy 2021-2022

Gorsewood Primary School is committed to providing a safe and healthy environment for the school community. The school will ensure that:

- All legal requirements are met under both health and safety and fire legislation
- All advice and guidance provided by the LA in relation to health, safety and welfare is implemented or that systems equally or if not more effective are in place.
- The school is proactive in identifying hazards and managing risks relating to the pupils, employees, parents, contractors, members of the public, premises, equipment and both curriculum and extra-curriculum activities.
- Every attempt is made to cover most scenarios concerning health and safety matters though there will be occasions when specific circumstances will be dealt with by individual risk assessments.

To establish a robust system for managing health, safety and welfare in school, the following responsibilities will have been allocated:

Governors

- The Governing Body will ensure that the school implements a health and safety management system based upon the advice and guidance provided by the LA or a competent¹ health and safety practitioner.
- In their decision-making capacity, governors will show due diligence by ensuring that where significant health and safety concerns arise, appropriate resources (human, financial, time) will be made available.
- The Governing Body will be kept informed of:
 - Health and safety related advice and guidance provided by the LEA
 - The findings and actions arising from premises, fire, stress, occupational and curriculum-related risk assessments
 - Any hazards identified outside of the risk assessment process
 - Significant accidents and their causes and any actions taken or recommended to prevent future incidents
 - The findings of the LEA health and safety review and any recommendations translated into a school action plan
 - Health and safety issues² arising from the annual maintenance review carried out by Property Services

Headteacher

The Headteacher has responsibility for the daily management of health and safety:

- As required by the Management of Health, Safety and Welfare at Work Regulations, 1999, ensuring that all categories of risk assessment³ are carried out at recommended intervals.

¹ "competent" requires Corporate Membership of the Institute of Occupational Safety and Health (MIOSH)

² health and safety issues in the annual maintenance reports are identified by the yellow hazard triangle and require prompt attention

³ risk assessments are required for: The premises, fire, occupational, stress, educational visits, curriculum activities e.g. Science – refer to Section 2 of Health and Safety Guidance for Schools

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- Ensuring that any actions arising from risk assessments are put into a time-bound action plan.
- Monitoring the implementation of action plans arising from both risk assessments and the health and safety review process.
- Delegating clear roles and responsibilities for health and safety functions
- Identifying and supporting the provision of relevant health and safety training for school employees
- Attending any training for Headteacher's that is recommended by the LA
- Ensuring that contractors have sight of the school's asbestos register before commencing work
- Providing a safe environment
- Ensuring that all activities are carried out safely
- Communicating health and safety information
- Investigating and recording accidents
- Managing fire safety and safe escape routes
- To provide health and safety information to new employees upon induction

Local Authority

The LA is responsible for:

- Providing advice and guidance to support schools in meeting the requirements of Health and Safety legislation
- Providing support in the investigation of significant accidents
- Ensuring that schools are provided with up to date information on legislative changes
- Providing Health and Safety training and where necessary identifying specialist course providers
- Monitoring the implementation of the LA guidance

Senior Leaders and Subject Co-ordinators

Senior Leaders and Subject Co-ordinators are responsible for ensuring that:

- Activities within their curriculum area are carried out safely
- Any significant risks are identified and adequately controlled
- Where appropriate, specialist guidance is followed e.g. BAALPE for Physical Education and CLEAPSS for science and design and technology
- All staff in the department are aware of safe practices and procedures
- Systems are in place for the department to monitor Health and Safety performance
- Thorough accident investigations are carried out for all curriculum related accidents
- Accidents are reported according to the requirements of the LA

All Employees

- Are responsible for their own health and safety and that of pupils, colleagues and any others who may be affected by their work
- Have a duty to report any identified hazards
- Should co-operate with the employer by following the Health and Safety Guidance
- Should be familiar with relevant sections of the Health and Safety Guidance provided by either the LA or the school's "competent advisor"

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Premises Officer

The site manager is responsible for supporting the head teacher in the day to day management of health and safety including:

- Conducting day to day, weekly, monthly and termly checks of the safety and physical condition of all areas of the school building including playgrounds and outbuildings
- Ensuring all contractors on site are aware of the emergency evacuation procedures and have all health and safety information relevant to their work

Catering Staff

Kitchen and cooking facilities carry significant risks to school premises and high standards of organization and control are required to minimise them. All employees working in the kitchen should be competent to do so and have received appropriate training.

First Aiders

First aiders are responsible for giving immediate help to casualties with common injuries or illnesses and those arising from specific accidents/hazards at school. When necessary they ensure that an ambulance is called or other professional medical help is sought.

First aid bags are located throughout school and additional stock is stored in the photocopying room.

The defibrillator is stored in the photocopying room.
The emergency use inhalers are stored in the head teacher's office.

Educational Visits Coordinator

The EVC is responsible for ensuring the school fulfils its health and safety obligations for off site school visits by supervising the planning and management of all educational visits. EVOLVE+ is used to manage school visits.

Named staff within school

Head teacher	Emma Jackson
Premises Officer	Adrian Ayres
Health and Safety Representative	Adrian Ayres
Health and Safety Governor	Carole Howard
Chair of Governors	Mark Dennett
Educational Visits Co-ordinator	Emma Jackson
Full first aiders at work	Beverley Wright Chris Coxon Carolyn Sturge Sylvia Newby Gemma Jones Lynda Stephen
Paediatric first aiders	Natasha Smith Carolyn Sturge Chris Coxon Helen Ainsworth Joanna Townsend

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Emergency first aid at work	All staff annually trained
Defibrillator trained	Emma Jackson Natasha Smith Sylvia Newby Lynda Stephen Chris Coxon
Forest School First Aid	Kelly Williams
Mental Health First Aid	Kelly Williams Lynda Stephen

Consultation and Communication

The Headteacher and governing body will ensure that there is a two-way communication system for all health and safety matters by having health and safety as a standing item on the agenda of staff and departmental meetings. A Health and Safety notice board is located in the staffroom. Trade Union representatives and employees are invited to take an active role in the management of health and safety in school.

The governors will also be informed of health and safety issues as required by the LA during the meeting of the full governing body.

Signed Chair of Governors:

Date

Review Date:.....

Date Policy Created: 27.02.2017

Adopted by Governors: March 2017

Reviewed & Approved: November 2021

Date of Next Review: November 2022

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