|  |  |
| --- | --- |
| school0001 | **FRANKSBRIDGE CP SCHOOL** |

**HEALTH AND SAFETY POLICY**

**PART ONE**

**STATEMENT OF INTENT**

**INTRODUCTION**

The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

* Preventing accidents and work-related ill health
* Compliance with statutory requirements as a minimum
* Assessing and controlling risks from curriculum and non-curriculum work activities
* Providing a safe and healthy working and learning environment
* Ensuring safe working methods and providing safe working equipment
* Providing effective information, instruction and training
* Consulting with employees and their representatives on health and safety matters
* Monitoring and reviewing our systems and prevention measures to ensure they are effective
* Setting targets and objectives to develop a culture of continuous improvement
* Ensuring adequate welfare facilities exist throughout the school
* Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

In addition to the daily monitoring of matters affecting health and safety performance, the Headteacher, together with **the nominate governor, Mr. William Barstow**, will formally meet once a year to undertake a safety inspection of the school premises. Assistance in this has been sought from the County Safety Office. Health and Safety will also be an item on regular staff and governor’s meetings.

**Name: Alison Long** **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Chair of Governors)

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name: Rhian Wilkie Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Headteacher)

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART TWO**

**ORGANISATION**

**INTRODUCTION**

In order to achieve compliance with the Governing Body’s Statement of Intent the school’s normal management structure will have responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at Appendix One.

**THE GOVERNING BODY**

The Governing Body has the following responsibilities to ensure:

1. A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
2. Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
3. Persons have sufficient experience, knowledge and training to perform the tasks required of them.
4. Clear procedures are created which assess the risk from hazards and produce safe systems of work.
5. Sufficient funds are set aside with which to operate safe systems of work.
6. Health and safety performance is measured both actively and reactively.
7. The school’s health and safety policy and performance is reviewed bi-annually.

**THE HEADTEACHER**

The Headteacher has the following responsibilities:

1. Be fully committed to the Governing Body’s Statement of Intent for Health and Safety.
2. Create a clear written local Policy for Health and Safety.
3. Ensure that the Policy is communicated adequately to all relevant persons.
4. Ensure appropriate information on significant risk activities is given to visitors and contractors.
5. Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
6. Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
7. Attend County Council organised courses as required.
8. Make or arrange for risk assessments of the premises and working practices to be undertaken.
9. Ensure safe systems of work are in place as identified from risk assessments.
10. Ensure that emergency procedures are in place.
11. Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
12. Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
13. Ensure arrangements are in place to monitor premises and performances.
14. Ensure that all accidents are investigated and any remedial actions required are taken or requested.
15. Report to the Governing Body annually on the health and safety performance of the school.

**SCHOOL HEALTH AND SAFETY CO-ORDINATOR**

(under the responsibilities of the **HEADTEACHER**)

The School health and Safety Co-ordinator has the following responsibilities:

1. To co-ordinate and manage the annual risk assessment process for the school.
2. To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
3. To make provision for the inspection and maintenance of work equipment throughout the school.
4. To manage the keeping of records of all health and safety activities.
5. To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
6. To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
7. Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.

**SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

1. Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies and to carry them out.
2. Give clear oral and written instructions and warnings to pupils as often as necessary.
3. Follow safe working procedures personally.
4. Require the use of protective clothing and guards where necessary.
5. Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
6. Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with national Curriculum requirements for safety education.
7. Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
8. Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.

**SCHOOL HEALTH AND SAFETY REPRESENTATIVES**

The Governing Body and Headteacher should recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time.

They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.

**OBLIGATIONS OF ALL EMPLOYEES**

Apart from any specific responsibilities, which may have been delegated to them, all employees must:

1. Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and others persons.
2. Observe all instructions on health and safety issued by the County Council, School or any other person delegated to be responsible for a relevant aspect of health and safety.
3. Act in accordance with any specific H&S training received.
4. Report all accidents in accordance with current procedure.
5. Co-operate with others persons to enable them to carry out their health and safety responsibilities.
6. Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
7. Inform their Line manager of any shortcomings they consider being in the School’s health and safety arrangements.
8. Exercise good standards of housekeeping and cleanliness.
9. Know and apply the procedures in respect of fire, first aid and other emergencies.
10. Co-operate with appointed Trade union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The Headteacher or Health and Safety Co-ordinator must approve such re-assignments.

**PUPILS**

Pupils, in accordance with their age and aptitude, are expected to:

1. Exercise personal responsibility for the health and safety of themselves and others.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency.
4. Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

**PART THREE**

**PROCEDURES AND ARRANGEMENTS**

**INTRODUCTION**

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body’s Statement of Intent:

1. Emergency procedures:
* Fire and Emergency Evacuation
* Emergency School Closure – Parent communication tree
* First Aid
1. Administration of Medicines
2. Playground Safety and Playground Supervision
3. Internet Safety
4. Risk assessments:
* School areas
* Educational Visits
1. Inspection and Testing of Equipment:
* PAT testing
* Outdoor play equipment (ROSPA)
* Mobile PE equipment
* Fire alarm tests
* Fire extinguisher and emergency lighting checks
* Legionella
1. Inspection of Premises (Viv/Stuart/LA)
2. Parking
3. **Emergency Procedures**
* **Fire Safety (County Policy, Section 4 and Franksbridge School’s Fire and Emergency Evacuation Policy)**

Fire drills are held once a term with records being kept in the school office.

Fire alarms are tested weekly.

* **Emergency School Closure – Parent Rota**

There is a parent telephone communication tree for emergency school closure. The Headteacher will initiate the Emergency closure rota and made contact with the contractor regarding school transport. Parents should be aware that the school bus may set out on a journey but may have to turn back and should have arrangements for their children in this instance. The presence of a teacher in school does not mean that the school will be open if it is considered that the roads are not safe.

* **First Aid (County Policy, Section 10)**

The first aid boxes are located in Class 1 and the Class 2 cupboard and are available to all first-aid trained staff. Trained Staff: R. Wilkie, P. Jones, N. Dunne, E. Hulin-Taylor, C. Griffiths.

1. **Administration of Medicines (County Policy, Section 11)**

At all times, the Headteacher will liaise with parents to create a code of practices to support pupils with medical needs (see County forms).

1. **Playground Safety and Playground Supervision (County Policy, Section 17 and Franksbridge School Playground Duty Guidelines)**

At all break times a member of staff is on duty to ensure the safety of all pupils. The following activities are forbidden:

* Bullying
* Fighting
* Throwing sticks and stones
* Climbing of fences/gates/seats, etc.

Sharp objects are forbidden and must be removed and given to the Headteacher.

Bi-annual ROSPA check carried out.

No children must run or jump down the stairs in the school building.

1. **Internet Safety**

Pupils know the rules governing the use of the internet and e-mails. These are:

* Don’t give personal details about yourself or your friends.
* Don’t go on inappropriate websites.
* Tell an adult if they do see an in appropriate website.
* Make e-mails you send appropriate.
* Sign a school consent form before using the internet.
* Check e-mail addresses before sending.
* Don’t open accounts.
* Do not send photos or school logos.

The online safety policy includes written guidelines for staff about the use of Social Media sites and the use of personal cameras, videos or phones.

1. **Risk Assessments**

**Control of Substances Hazardous to Health (COSHH) (County Policy, Section 7)**

No hazardous substances shall be used or contact with a hazardous emission allowed until a proper assessment of the risk to exposure has been assessed. (See also County Code of Practice). Such matters will be referred to the County Safety Officer. Franksbridge School uses no hazardous substances in its teaching practice. Toxic materials and hazardous substances are clearly marked. A list of cleaning materials will be kept on the inside of the door of the cleaning cupboard. They must be locked securely away with restricted access to staff e.g. cleaning materials (included abrasive materials in the classrooms), some design technology materials and some science materials.

Staff should be aware of the dangers of solvent materials

Any suspected hazards will be reported to the Headteacher

An annual risk assessment is carried out in the Summer Term (COSHH Regulations 1988).

(CHIP) Chemical Information Packs are kept in a dedicated file in the office.

* **School Kitchen/Servery**

This forms an integral and easily accessible part of the school premises. Children do not enter the kitchen. All meals are served at the servery. If morning fruit needs to be cut, a member of staff will do this at the servery.

* **Educational Visits**

Risk assessments are completed for each visit.

1. **Inspection and Testing of Equipment**
* **Outdoor Play Equipment**

Bi-annual ROSPA checks are carried out.

1. **Inspection of Premises**

Annual inspections of the premises are carried out by the Health and Safety Governor **William Barstow**. The findings are reported to the HOWPS helpdesk for action where appropriate.

1. **Parking**

Parents are requested not to park or even drop children off directly outside the school gates.

**ORGANISATIONAL CHART – FRANKSBRIDGE CP SCHOOL**

**LA**

**Governing Body**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Headteacher**

**Cleaner**

**Teachers**

**School Secretary**

**Mid-day Supervisor**

**Classroom Assistants**

**Students and Visitors**

**Pupils**