



Health and Safety Policy

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1974 Health and Safety at Work Act

HEALTH AND SAFETY POLICY STATEMENT

Statement of Intent:

The head teacher and governors are committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g. school trips, sports events)
- ensure the premises for which they are responsible have safe access and egress for all staff, pupils and visitors
- provide adequate facilities and arrangements for welfare
- provide and maintain safe plant and safe systems of work without risks to health
- ensure safe use, handling, storage and transport of articles
- provide suitable information, training, instruction and supervision to keep all staff, pupils and visitors safe

Section B – ORGANISATION

B1: Employer Responsibilities

The responsibility is devolved to the headteacher, who has day to day responsibility for staff, pupils and others as 'officer in charge' of the premises.

The headteacher will ensure the overall implementation of the policy.

B2: Headteacher Responsibilities

- To ensure this policy is reviewed annually, or before if there are any changes in circumstances;
- To ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood;
- To include health and safety issues in the school improvement plan, if necessary;
- To carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate;
- To undertake risk assessments, record significant findings, and review annually, or before if there is a change in circumstance;
- To receive and deal promptly with raised issues or complaints about unsafe premises, equipment or work practices;
- To liaise with Baypoint Landlords to resolve property maintenance issues;
- To ensure that the requirements of any enforcement officer (e.g. HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed;
- To ensure that emergency evacuation procedures are in place and tested;
- To ensure that adequate first aid provision is available and kept up to date;
- To report health and safety issues to the governing body on a regular basis;

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- To monitor and review all health and safety policies and procedures.

NB: Tasks can be delegated to other staff members but the responsibility remains with the headteacher.

B3 – Governors’ Responsibilities

- Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both).
- The governing body will promote a strategic overview for health and safety.
- The governing body will liaise with the Baypoint landlords and will take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils or visitors at risk while they are on the premises.
- The governing body will liaise with the Baypoint landlords and make adequate provision for maintenance of the school premises and equipment.
- The governing body will liaise with the Baypoint landlords and support/monitor health and safety within the school.
- The governing body can consider appointing a governor to coordinate health and safety from a strategic point of view.

Name of Appointed Health and Safety Governor: TBC

B4 – Staff Responsibilities

- Must take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do.
- Will co-operate with their employer on health and safety matters.
- Will not interfere with anything provided to safeguard their health and safety or that of others.
- Have a duty to report all health and safety concerns to the headteacher or their line manager.

B5 - Consultation with Employees

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

Health and Safety is a regular item on all staff meeting agendas.

B6 – Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster.

- A copy of the Health and Safety Law Poster can be found: in the main reception office
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the head teacher or other delegated key members of staff.
- The head teacher will supply adequate information, instruction and supervision for all staff, pupils and visitors to ensure their health and safety.

B7 – Competency for Health and Safety Tasks and Training

- Induction training will be ensured for all members of staff by the head teacher.
- Training will be identified, arranged and monitored by the head teacher and the governing body.
- Staff are also responsible for drawing to the attention of the head teacher their own personal training needs.
- Training records will be easily accessible for audit purposes and will be kept up to date.

**The person responsible for holding the records are:
Headteacher**

B8: Monitoring

- The headteacher will check working conditions and ensure that safe working practices are being followed. Regular inspections will be undertaken of the school building and grounds three times a year.
- The headteacher is responsible for investigating accidents.
- The headteacher is responsible for investigating work-related causes of sickness and absences.
- The head teacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

Section C – ARRANGEMENTS

C1: School Activities

- The head teacher will ensure that risk assessments are undertaken.
- The significant findings of all risk assessments will be reported to the governing body, the Baypoint landlords and to all relevant staff, contractors and visitors who may be affected.
- Any actions that are required to remove or control risks will be approved by the head teacher or their delegated responsible person.
- The head teacher or delegated responsible person will check that the implemented actions have removed/reduced the risks, and
- All risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Classroom Safety Risk Assessments: Are completed by staff members and submitted to the Headteacher for approval. Copies will be kept in a folder in the School Office.

C2: Visitors

- All visitors shall be directed by clear signage to the reception and must report to the school office, where appropriate arrangements for the signing in and out and identity badges will be provided.
- All visitors shall be made aware of the school's fire arrangements in the event of a fire.
- All visitors shall be made aware of the school's emergency procedures.
- All visitors shall be made aware of the schools' safeguarding procedures.

C3: Fire and Emergency Procedures

- The head teacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually.
- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices.

Names of fire wardens and area of responsibility:

To be confirmed

- Emergency evacuation will be practiced three times a year and a record will be kept:

A record will be kept by: Head teacher

Kent Fire and Rescue will be contacted by:

By Head teacher

- Regular testing of fire alarms will occur on:

Tests are to be carried out: TBC

Name of tester: Paul Barrett

- The fire log book will be kept:

In the school office

C4 Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if confident to do so and not put themselves or others at undue risk. There should always be a clear escape available. Ensure the alarm is raised BEFORE attempting to tackle a fire.

All chemicals will be stored in accordance to the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to fire officer in the event of a fire.

Name of Responsible Person for Fire Safety: Paul Barret & Baypoint Landlords

C5: Maintenance of Fire Precautions:

The head teacher will ensure regular maintenance of:

1. Fire extinguishers
2. Fire alarms
3. Fire doors
4. Fire safety signs and identification of escape routes
5. Emergency lighting and other emergency equipment

C6: Bomb Alerts

Bomb alerts will be dealt with in accordance with the school's emergency planning arrangements.

- The head teacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.

C7: First Aid Arrangements

The head teacher will ensure that there are an appropriate number of designated and trained first aiders in the school.

A list of first aiders and contact details can be found in various areas around the school site. Paul Barrett is responsible for ensuring lists are updated.

- The head teacher will ensure that there are an appropriate number of first aid boxes, with instructions.

The first aid boxes are located at: Main School Office and Medical/Pastoral Room.

- A first aid risk assessment will be carried out by the head teacher to determine the above factors.
- The school will follow the procedure for completion of incident / accident records.
- HS157, HS160, F2508.
- All reportable incidents under RIDDOR '95 will be reported to the HSE by the school.

HSE Contact Details: Incident Contact Centre

www.hse.gov.uk

- Parents will be invited to complete the consent form for medical treatment in accordance with school policy and DFE guidance.

C8: Information Technology

- The headteacher will ensure that suitable arrangements are in place for the use of information technology.
- Information Technology will be installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- Where laptops are used, safe systems of work will be devised.
- Assessments for users of Display Screen Equipment (DSE) will be carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002).

C9: Legal Requirements for Premises

- The school will comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with regard to facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- The school in liaison with the Baypoint Landlords will comply with the arrangements of the Education (School Premises) Regulations 1999 with regard to school facilities such as medical accommodation and indoor temperatures.

C10: Safe Handling and Use of Substances

- The head teacher is responsible for identifying all substances which need an assessment under the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- The head teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The head teacher will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- The head teacher will be responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest.

C11: Inspection of Premises, Plant and Equipment

- The head teacher in liaison with the Baypoint Landlord will arrange for formal inspections of the premises, plant and equipment to take place three times a year and draw up an effective maintenance programme.
- All identified maintenance will be implemented.
- Routine checks may be undertaken by a combination of class teachers, governors and the head teacher using the checklists.

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