



# BUGLAWTON PRIMARY SCHOOL

*Be the Best We Can*

## Health and Safety Policy

**Governor Committee:**

**FGB**

**Members of staff responsible:**

**Gaynor Lynch / Alison Kennerley**

**Date approved:**

**December 2022**

**Review date:**

**Autumn 2023**

The Health & Safety Policy of Buglawton Primary School is set out in three sections; these are:-

**Section 1: General Statement of Health and Safety Policy.** This is the Governors' recognition of their responsibilities under the Health & Safety at Work, etc. Act 1974 and other related legislation (see page 2).

**Section 2: Organisation.** This details the health and safety roles and responsibilities of particular persons within the School community (see page 3).

**Section 3: Arrangements:** This sets out how the School addresses health and safety issues affecting the operations of the School (see page 7).

Throughout this document Buglawton Primary School is referred to as 'the School', and this Health and Safety Policy is referred to as 'the Policy'.

## **SECTION 1: GENERAL STATEMENT OF HEALTH & SAFETY POLICY**

The Governing Body of Buglawton Primary School (the Governing Body) recognises its responsibility under the Health & Safety at Work, etc. Act 1974 to provide for the health, safety and welfare of the School's employees, pupils, members of the public, and any others who may be affected by the activities of the School.

To this end the Governing Body will, so far as is reasonably practicable, fully comply with the requirements of the said Act, and such of its attendant Regulations as may apply, by making suitable and sufficient arrangements to:

- develop and maintain safe systems of work;
- provide sufficient information, instruction, training and supervision to ensure the health, safety and welfare of all staff, pupils and others working within the premises, during sporting activities and visits away from the School;
- protect the health, safety and welfare of visitors to the School;
- provide competent technical information and professional guidance as required;
- provide plant and equipment that is fit for purpose and maintained in accordance with the necessary requirements;
- ensure the safe use, handling, storage, transportation and disposal of articles and substances;
- maintain a safe and healthy place of work with safe access and egress;
- have due regard for the environmental effects of the School's activities; and,
- formally consult with employees on all matters having effect on their health, safety and welfare at work.

Without detracting from the responsibility of the Governing Body, day-to-day management of health and safety within the School rests with the Headteacher, the School Business Manager, and others as detailed in Section 2: Organisation.

The Governing Body recognise that the Policy cannot be successful without the full co-operation of the staff, and will ensure that all members of staff understand their Statutory Duty to take reasonable care for the health and safety of themselves and others, and to co-operate with the Governors in the implementation of the Policy and safe working practices.

This Policy, and other related policies, will be reviewed at least annually by the Headteacher, the School Business Manager and the lead Governor for Health and Safety, for approval by the Full Governing Board; any changes will be brought to the notice of all staff that may be affected by them.

Mr G Hayes  
Chair of Governors

## **SECTION 2: ORGANISATION**

### **The Local Authority**

The Local Authority, Cheshire East Council, is the *de facto* employer of the School staff. However, direct responsibility for the health, safety and welfare (H&S) of school employees lies with the Governing Body.

The Local Authority can provide H&S related services (e.g. Fire Risk Assessments) to the School on a contractual basis.

### **The Governing Body**

Ongoing management of the School is the responsibility of the Governing Body, and thus the duty of maintaining and implementing the School's H&S Policy falls to it; this function is monitored by the lead Governor for Health and Safety with approval by the Full Governing Board.

The lead Governor for Health and Safety will also keep under review the measures taken to ensure the H&S of employees and pupils whilst on school premises and on school visits. This will include consideration of:

- reports;
- the suitability of risk assessments and providing support as necessary;
- the development of, and monitoring the effectiveness of, School H&S procedures and safe systems of work;
- the H&S content of employee training; and,
- the adequacy of H&S communication and publicity within the school.

### **The Headteacher**

The Headteacher is responsible to the Governing Body for the effective implementation of the Policy within the School.

The Headteacher will ensure that:

- he/she is familiar with the Policy;
- the Policy is included in the Staff induction process;
- all staff are aware of the objectives of the Policy, and of the duties the Policy places upon them;
- a report on H&S matters, including any recommendations, is submitted to the Governing Body termly for the consideration of the Full Governing Board.

### **Teachers**

The responsibility of applying classroom safety procedures on a day-to-day basis rests with all teachers. They will:

- Know the emergency procedures in respect of fire, emergency evacuations due to gas leaks, etc. and first aid.
- Know the special safety measures to be adopted in their own teaching area and ensure that they are applied.

- Ensure effective supervision of pupils and ensure that pupils know of the general emergency procedures in respect of fire and first aid, and any other special safety arrangements.
- Give clear instructions and warnings as often as necessary.
- Ensure that pupils' coats, bags, etc. are safely and neatly stowed away.
- Integrate all relevant aspects of safety into teaching practice and, where necessary, give special lessons on safety.
- Follow safe working procedures personally, including the use of protective clothing, etc.
- Raise issues on H&S related matters with the School Business Manager for upward transmission to the Headteacher as appropriate.
- Ensure that pupils' individual needs are met to support their safe and appropriate involvement in specific activities or when evacuating the building.

### **Teaching Assistants**

Teaching assistants are responsible to their class teacher, and are required to assist the class teacher in the discharge of their duties with regard to H&S.

### **The School Business Manager**

The School Business Manager is responsible to the Headteacher for ensuring that all day-to-day requirements regarding H&S at work are met.

In particular they will:

- co-ordinate H&S actions and initiatives with regard to the school site and buildings, the school community and visitors;
- have oversight of, and administrative responsibility for, the maintenance and security of school premises;
- organise annual H&S training for all staff (at the start of each academic year) and new employees on induction;
- maintain an accurate record of completed training on H&S issues for staff;
- maintain the School's Asbestos Register and Asbestos Re-inspections;
- maintain the School's Legionella Risk Assessment and ongoing Legionella testing;
- be the School's 'Contractor Liaison Manager', and ensure that all contractors working on school premises are aware of any particular hazards associated with the areas in which they are working, and that they are aware of the relevant sections of the Policy;
- ensure the thorough inspection and testing of the fire alarm system (quarterly) and fire extinguishers (annually) by specialist contractors;
- maintain up to date records of fire extinguisher and fire alarm system checks; and
- maintain up to date records of Risk Assessments and COSHH Assessments.

### **Caretaker**

Reporting and accountable to the School Business Manager, the Caretaker will:

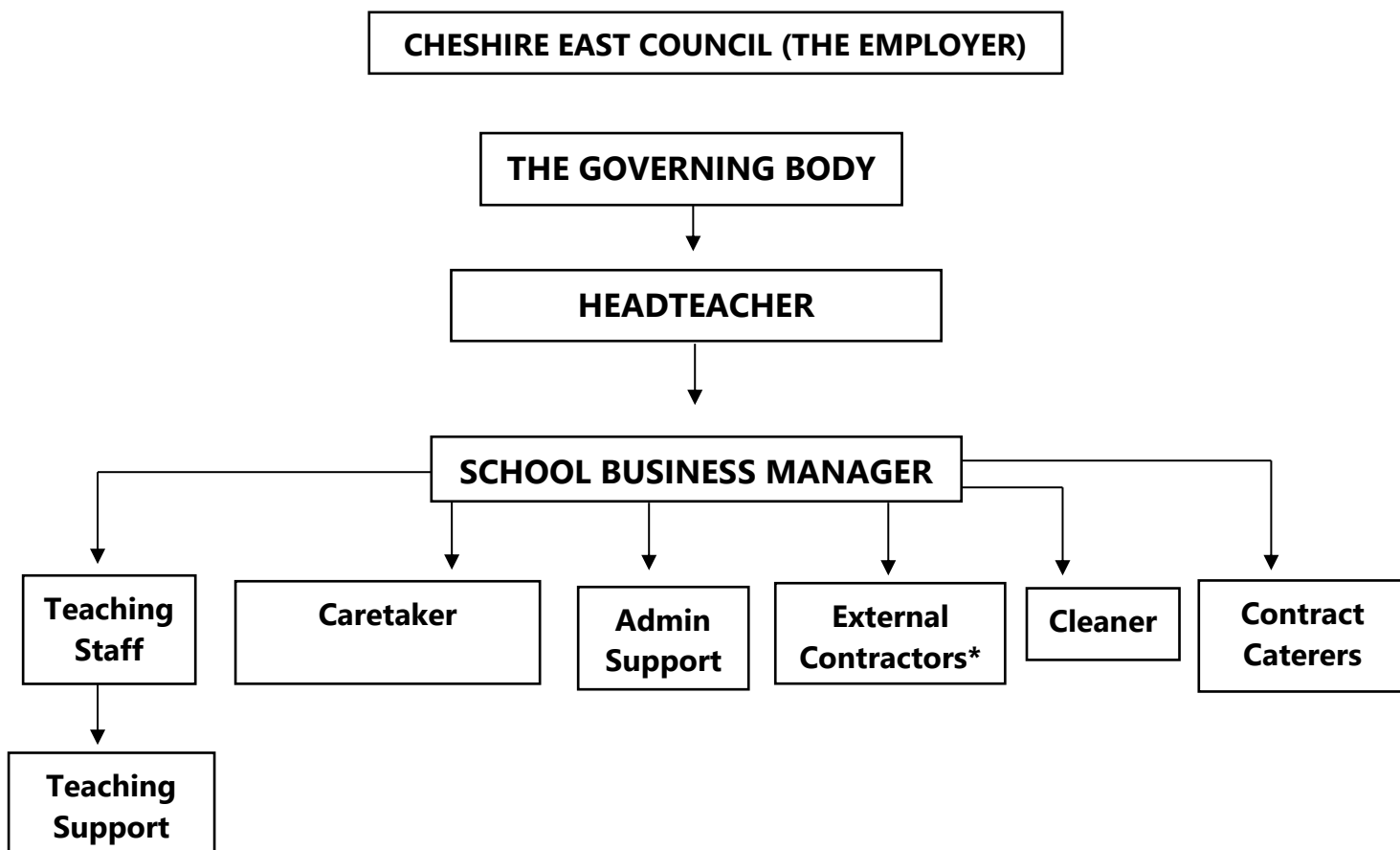
- Make weekly inspections of the School's fire extinguishers to ensure that they are correctly sited and security tags are in place;
- carry out daily visual checks for litter, vandalism, fly-tipping, graffiti and any other adverse occurrences, perimeter walls/fences and,
- take steps to correct any failures identified in the above checks, so far as is reasonably practicable.

## **In Addition**

**It is the duty of all members of staff, contractors, pupils and visitors to take reasonable care for the health and safety of themselves, and of any others who may be affected by their acts or omissions. They must not misuse any item of equipment provided for health and safety and must report any defects and hazards to the Headteacher/School Business Manager as soon as possible.**

# BUGLAWTON PRIMARY SCHOOL

## HEALTH AND SAFETY MANAGEMENT STRUCTURE



\* i.e. Contractors engaged for specific works.

## **SECTION THREE: ARRANGEMENTS**

### **3.2 Specific Arrangements for Health and Safety**

#### **Risk assessments**

The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Headteacher and School Business Manager to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the LA risk assessment process.

#### **Consultation**

Employees with concerns should normally raise them with the Headteacher or Health and Safety Co-ordinator. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Co-ordinator, who will seek advice from the Local Authority Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

#### **Contractors and School Partnerships**

Contractors carrying out work for the School will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the School's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the School's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

School linked partners and hirers, will exchange health and safety policies and procedures with the School and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the School. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's activities.

#### **Inspection and Monitoring**

The Headteacher/Health and Safety Co-ordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.

#### **Accident / Incident Reporting**

All injuries requiring first aid should be recorded on an accident report form with a copy held by the School office and a copy sent home. An injury that needs external medical attention or involves time off work must be investigated by the Health and Safety Co-ordinator and reported on the electronic PRIME system.

## **Training and Information**

Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by the Health and Safety Co-Ordinator.

## **Health & Safety Information and Advice**

Health and safety information and advice is available on all aspects of health, safety and welfare from the Head/School Business Manager.