

Brinsworth Whitehill Primary

Health and Safety at Work etc Act 1974



This is the Health and Safety Policy Statement

**Brinsworth Whitehill Primary
A part of Wickersley Partnership Trust**

November 2016

Our statement of general policy is:

- to make adequate arrangements for the health, safety and welfare of the staff and pupils;
- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed: Mrs A Lee Headteacher

Signed: Mrs K Fitzgerald Chair of Governors

Date: Autumn Term 2016

RESPONSIBILITIES

Overall and final responsibility for health and safety is that of

Headteacher: Mrs A Lee
Deputy Headteacher: Miss R McDermott
Chair of Governors: Mrs K Fitzgerald

Day to day responsibility for ensuring this policy is put into practice is delegated to

Mrs A Lee

If the Head is absent the role will be delegated to Deputy (Miss R McDermott), or one of the Assistant Headteachers (Mrs H Richards or Mrs C Oxborough)

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

<u>Name</u>	<u>Responsibility</u>
Mr R Bratley -	Premises

All employees have to:

- **co-operate with supervisors and managers on health and safety matters;**
- **not interfere with anything provided to safeguard their health and safety;**
- **take reasonable care of their own health and safety; and**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by

Headteacher / Deputy Headteacher or designated person

The findings of the risk assessments will be reported to

Headteacher / Deputy Headteacher
Assistant Headteacher
School & Business Manager
Site Supervisor
Buildings Manager

Action required to remove/control risks will be approved by

Headteacher / Deputy Headteacher
Assistant Headteacher / Governor

Persons responsible for ensuring the action required is implemented and check that the implemented actions have removed/reduced the risks

Headteacher / Deputy Headteacher
Assistant Headteacher / Governor
School & Business Manager

Assessments will be reviewed every

12 months or when the work activity changes, whichever is soonest.

ARRANGEMENTS

CONSULTATION WITH EMPLOYEES

Union Health and Safety Officers/contact(s) are

NUT
NASUWT
UNISON
GMB

Consultation with employees is provided by the above unions.

ARRANGEMENTS

SAFE PLANT AND EQUIPMENT

Mr R Bratley

will be responsible for identifying all equipment/plant needing maintenance.

Mr R Bratley

will be responsible for ensuring effective maintenance procedures are drawn up.

Mr R Bratley

will be responsible for ensuring that all identified maintenance is implemented.

Any problems found with plant/equipment should be reported to

Mrs K Lee or Mr R Bratley

Mr R Bratley

will check that new plant and equipment meets health and safety standards before it is purchased

ARRANGEMENTS

SAFE HANDLING AND USE OF SUBSTANCES

Mr R Bratley

will be responsible for identifying all substances which need a COSHH assessment.

Mr R Bratley

will be responsible for undertaking COSHH assessments.

Mr R Bratley

will be responsible for ensuring that all actions identified in the assessments are implemented.

Mr R Bratley

will be responsible for ensuring that all relevant employees are informed about COSHH assessments.

Mr R Bratley / Mrs K Lee

will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every

Year

or when the work activity changes, whichever is soonest.

ARRANGEMENTS

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed

School Office corridor

Health and safety advice is available from

Dean Fenton CYPS Health and Safety RMBC

Supervision of young workers/trainees will be arranged/undertaken/monitored by

Their line supervisors or mentors (employees of school)

Mrs A Lee / Miss R McDermott

is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

ARRANGEMENTS

COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided for all employees by

Their Personal Line Managers

Job specific training will be provided by

Line Managers

Training records are kept

In the School Office

Training will be identified, arranged and monitored by

Line Managers

ARRANGEMENTS

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Health surveillance will be arranged by

Mrs A Lee / Mrs K Lee / Mr R Bratley

Health surveillance records will be kept in

The Site Supervisor Office

The first aid box(es) are kept in

Foundation Stage
Office
Deputy Head's Office
Workroom store cupboard
Entrance to playgrounds

The appointed person(s)/first aider(s) is/are

Mrs Cliff – intense 4 day training
Support Staff – 1 day training

Emergency 1st Aid – list in office of staff

Pediatric 1st Aid – Mrs L Mitchell

All accidents and cases of work-related ill health are to be recorded on the RMBC accident forms. Copies of the forms are kept

In the School Office

Non reportable accidents are recorded on Incident/illness report slips

Where slips are not available eg. Trips/outings/visits verbal communication must be passed to relevant adult

Near miss records are in the office

The following person is responsible for reporting accidents, diseases and dangerous occurrences to the RMBC Health and Safety section.

Mrs A Lee / Mrs K Lee

ARRANGEMENTS

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will

Monitor the premises on a daily basis, by all staff

Mr R Bratley to carry out monthly inspections

Mrs A Lee / Mr R Bratley

is responsible for investigating accidents.

Mrs A Lee

is responsible for investigating work-related causes of sickness absences

Mrs A Lee

is responsible for acting on investigation findings to prevent a recurrence

ARRANGEMENTS

EMERGENCY PROCEDURES – FIRE AND EVACUATION

Mrs A Lee / Building Manager

is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by/every

All members of staff - daily

Fire extinguishers are maintained and checked by/every

South Yorkshire Fire Service - Annually

Alarms are tested by/every week

Mr R Bratley

Emergency evacuation will be tested every

School term

SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Display Screen Equipment (VDUs)
- Electricity
- Excavation
- Falling objects/collapsing structures
- Fire and Explosion
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fume, etc.)
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list. Look around your school to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

FURTHER GUIDANCE

The following guidance booklets are available from the contact below:

- Five Steps to Risk Assessment
- A guide to Risk Assessment requirements
- Buying new machinery
- COSHH
- First Aid at Work
- Consulting employees on health and safety

FURTHER INFORMATION

Equality Act

- Eliminate discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Act.
- Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it.
- Foster good relations between people who share a relevant protected characteristic and those who do not share it.

Prevent Duty

As a school we are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of our functions to have:

'due regard to the need to prevent people from being drawn into terrorism'.

This duty is known as the Prevent duty.

The Prevent duty complements other key documents, guidance and advice including:

- Keeping children safe in education
- Working together to safeguard children
- Statutory Framework for the early years foundation stage: setting the standards for learning, development and care from birth to five.

Our key aim is to protect children from the risk of radicalisation and ensure that we have the appropriate support mechanisms in place in order to protect children from this risk.

Principal Officer – Risk Management
Rotherham Metropolitan Borough Council
Children and Young People's Services
Norfolk House
Walker Place
Rotherham S65 1AS

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