



## SCHOOL SAFETY POLICY

### *Statement of Intent and General Policy*

The Governing Body recognise their responsibilities under the Health and Safety at Work etc Act 1974 and will take all reasonably practicable steps to provide safe and healthy working conditions, equipment and systems of work for all employees, pupils and others affected by their activities, actions or omissions.

The Governors are committed to providing and maintaining a working and learning environment that is safe and without risk and this is established by the allocation of duties and particular arrangements detailed in parts 2 and 3 of this policy.

All those involved in providing and maintaining a safe and healthy working environment will be responsible for assisting in achieving the aims and objectives identified and will play a positive role in promoting a healthy and safe working environment.

In relation to health, safety and welfare, the Governors will act within the framework of action advised by Rochdale Metropolitan Borough Council and the LA. The Health and Safety Policy of the Council will be observed and acknowledged.

*Signed:*  
*Chair of Governors*  
*Date: 25<sup>th</sup> February 2016*

*Signed:*  
*Headteacher*  
*Date: 25<sup>th</sup> February 2016*

*Date for Review: February 2017*

## **Part 2: ORGANISATION OBJECTIVES**

*This part describes the objectives of the organisation and outlines the allocation of duties determining how the management structure operates.*

The following policy objectives set by the Governors can be stated:

- Commitment to a planned approach to health and safety in ensuring the framework set by the Safety Policy is implemented, monitored and reviewed.
- Ongoing consultation involving all employees in the pursuit of the aims and objectives of the Policy, achievement of health and safety standards and to ensure co-operation and competence of all those involved.

## **STRUCTURE OF ORGANISATION**

### **Local Authority**

*(for schools where the LA is the employer ie. community schools)*

The LA is responsible as employer for:

1. Recognising and accepting its responsibilities for the health, safety and welfare of its employees, pupils and visitors to premises.
2. Provision of advice and assistance to ensure schools comply with health and safety obligations and attain the required health and safety standards.
3. Ensuring effective monitoring is carried out by undertaking periodic inspections to evaluate the health and safety performance of schools in Rochdale LA and to identify areas for improvement.

### **Governing Body**

Governors can satisfy their employer by:

1. Accepting their health and safety responsibilities and establishing appropriate committees in which to consult on health and safety matters.
2. Ensuring the organisation and arrangements of the school operate effectively.
3. Managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the premises and systems of work are safe and without risk to health.
4. Ensuring effective monitoring is carried out to evaluate the health and safety performance of the school by involvement and evaluation of inspection reports from the LA, Headteacher and Safety Representatives.

### **Headteacher**

Headteachers are responsible for the following:

1. Ensure the effective planning and implementation of the Safety Policy incorporating appropriate organisational detail and local arrangements and so that all employees are familiar with the Policy and their delegated duties.
2. Ensure the effective planning and implementation of the health and safety management system.

3. Establish and maintain safe working procedures and a working environment where suitable and sufficient risks to all employees, pupils and visitors to the premises are assessed, prevented or controlled.
4. Identify the training needs of employees and arrange for suitable and sufficient training programmes to be provided.
5. Provide health and safety induction training for new employees and information and instruction on the organisation and arrangements as detailed in the Safety Policy.
6. Ensure all contractors' undertakings are fully compliant with health and safety regulations and take full account of health and safety issues affecting employees, pupils and any other users of the establishment.
7. Arrange and be involved in premise inspections of the school at least once per term and ensure findings are reported to governing body committee.
8. Be prepared and have arrangements in place to act safely and effectively in the event of any emergency affecting the health, safety and welfare of employees, pupils and the school environment.
9. Have arrangements for accident / incident investigation and reporting procedures that are in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and Rochdale Council's reporting procedures.
10. Note and act upon, as appropriate, health and safety instruction and advice provided by the Health and Safety Executive, Department for Education and Skills and Local Education Authority.

### **School Employees**

All school employees will be responsible for the following:

1. Carrying out their duties in accordance with the Safety Policy
2. Taking reasonable care of themselves and other persons whilst at work.
3. Co-operating with the Headteacher and others in school to comply with legislation.
4. Engaging in consultation and development of health and safety procedures to promote positive employee involvement.
5. Following instruction and information on safe working procedures and using plant, substances and equipment safely.
6. Attending health and safety training courses provided.
7. Reporting defects or damage to equipment and safety hazards to the relevant person(s).
8. Reporting all accidents and incidents to the relevant person(s).

## **Safety Representatives**

School based safety representatives DHT in KS1, AHTs in FS and KS2 have the same health and safety responsibilities as any employee (with no extra legal liability). In addition to their duties as employees, they have the following responsibilities:

1. Carry out regular inspections of premises and school activities.
2. Provide guidance on health and safety issues and to consult with advisers to obtain information.
3. Investigate potential hazards, employee complaints, accidents and dangerous occurrences.
4. Make representation to employers and external organisations on health and safety matters arising.
5. Assist in assessment of risks and subsequent preventive or control measures.
6. Assist in the provision of information, instruction and training for employees.

## **Non-employees working on school premises**

Any person(s) not directly employed by the school but whose place of work is the school premises are responsible for the following:

1. Taking reasonable care of themselves and other persons whilst at work.
2. Co-operating with the Headteacher and following instruction and information provided with regard to school practice and safe working procedures when using plant, substances and equipment.
3. Reporting defects or damage to equipment and safety hazards to the relevant person(s).
4. Report all accidents and incidents to the relevant person(s).
5. Ensuring compliance with health, safety and risk management is considered when organising and supervising activities and events undertaken on the premises.

## **Part 3: GENERAL ARRANGEMENTS**

*This part identifies the procedures and practices in place, demonstrating how the school's operations are managed safely*

### **Assessing Risks**

Assessment of risks associated with all school activities and the premises will be carried out by the Headteacher and Governing Body, Heads of Department and supported by co-operation from all employees.

- Records of risk assessments are available in the school office

### **Work Related Stress**

Arrangements for the management of work related stress have been produced and implemented by the Headteacher and Governing Body

- refer to Stress Management Policy

### **Violence and Aggression**

Arrangements by the Headteacher and Governing Body to manage risks to employees arising from incidents of abusive, threatening or violent behaviour have been produced and implemented.

- refer to Violence and Aggression Policy

### **First Aid**

Provision has been made for designated first aiders who will be supplied with suitable resources.

First Aid qualified persons are :

#### Foundation Stage

Rushia Begum, Helen Cryer, Cheryl Borkin, Sarah Cave

#### Key Stage 1

Davina Hanes, Sameena Yamin

#### Key Stage 2

Barbara Kelly, Carole Clarke

- The person responsible for maintaining the stocks of the first aid box is:

Carole Clarke and Barbara Kelly

- In the event of an injury occurring which requires the injured person to receive hospital treatment, the person responsible for summoning an ambulance or arranging transport to hospital is:

Headteacher/Deputy Headteacher/Office Team

- The person/s responsible for accompanying injured persons to hospital is /are:

Member of Senior Leadership Team

- The person responsible for informing parents is:

Member of Senior Leadership Team

### **Fire Precautions**

Arrangements for the provision of effective fire precautions covering fire evacuation procedures, fire alarm system, fire alarm point and emergency lighting tests, fire extinguishers, means of escape and arson prevention are in place.

- refer to Fire Precautions Log Book (Caretaker)

### **Crisis Management**

Planning and preparation in order to manage emergencies affecting the school has been undertaken by the Headteacher and Governing Body. A policy document has been produced and implemented.

- refer to Emergency Plan

### **Workplace Safety, Maintenance and Building Works**

A defect reporting procedure has been implemented whereby defects are reported to the Headteacher.

An Asbestos Survey is available on site. Asbestos present is managed by the Headteacher and Governing Body.

- The management of the Risk Register and arrangements to inform all contractors will be supervised by Site Manager

Arrangements for inspection, service and maintenance of plant and equipment at appropriate intervals have been implemented covering: water tanks, fire alarm systems, heating, portable electrical appliances, PE / play equipment, workshop machinery, kilns, fume cupboards etc...

- Records of inspection, service and maintenance for the above are available in the KS1 Office

All building works are planned appropriately and contractors are checked for professional competence and license.

The Local Authority will be notified of building works

- refer to Asset Management Pack (Office)

The person(s) responsible for arranging and monitoring building works is the headteacher.

### **Hazardous Substances**

Procedures for the storage, handling, use and control of substances hazardous to health (COSHH) used in school are detailed in COSHH assessments and manufacturers/suppliers data sheets.

- COSHH assessments are available in the Site Manager's office in the Junior Building

### **Display Screen Equipment**

Assessments of workstations used by employees who are designated users of display screen equipment as identified by Rochdale Council's Display Screen Equipment Code of Practice will be carried out by trained assessors in line with the Display Screen Equipment Regulations.

The assessor in school is Site Manager

### **Security**

Assessments of security provision for the site, premises and roof access will be reviewed at regular intervals and measures to improve security will be considered by the Headteacher, Site Manager and Governing Body.

### **Events / Lettings / Extended School Activities**

To ensure that appropriate arrangements are in place for the effective organisation of events, lettings and extended school activities, policies and procedures been produced and implemented.

- The person(s) responsible for co-ordinating extra curricular activities is/are Learning Mentor – Barbara Kelly and PE leader.

### **Curriculum - Safety and Risk Education**

The person(s) responsible for the curriculum will obtain and communicate information and resources with regard to the delivery of safety and risk education.

### **School Visits and Off-Site Activities**

All off-site activities are arranged in accordance with the LA Policy and Guidance for School Visits and Off-Site Activities. An Educational Visits Co-ordinator has been appointed – AHT (Mrs Sarah Davis) and a school policy has been implemented.

- refer to School Visits Policy

### **Child Protection**

To ensure recommended Child Protection procedures are followed, a policy has been produced and implemented and a member of staff has been appointed as designated Child Protection Officer.

- refer to Child Protection Policy
- Disclosure and Barring Service checks are carried out for all staff
- Procedures for Safeguarding Children are implemented

## **Part 3.1: Monitoring**

*The following monitoring arrangements are in place to ensure that health and safety management in school is working effectively and that risk control measures continue to be maintained.*

### **Termly Tours**

Premise inspections will be carried out at least once per term by the Headteacher, link Governor and Safety Representatives. Findings will be reported to the Governing Body Committee. The name of the committee is Resources Sub Committee.

### **Evaluation of Inspection Reports from employee Safety Representatives**

Inspections of premises and school activities may be carried out by Safety Representatives at intervals. Reports will be forwarded to the Governing Body Committee. The name of the committee is Resources Sub Committee.

### **Evaluation of Inspection Reports from LA School Safety Team**

Inspections of the school's health and safety management system and premises will be carried out by the LA School Safety Team. The Report will be considered by the Headteacher and Governing Body Committee. The name of the committee is the Resources Sub Committee.

A plan of action will be implemented to address any recommendations.

### **Evaluation of Insurance Assessments**

Assessments of the school's premises and risk management systems made by insurers will be considered by the Headteacher and Governing Body Committee.

### **Accident / Incident and ill-Health Reporting**

Accident, incident and ill-health reporting procedures will be followed in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) and Rochdale Council's reporting procedures.

### **Accident Investigations**

Investigations will be carried out, where required, by the Headteacher following accidents and dangerous occurrences.

### **Analysis of Accident Statistics**

A review of accident, incident and ill-health reports will be undertaken at intervals to identify patterns or trends and to consider remedial action.

### **Analysis of Sickness Absence Statistics**

A review of sickness absence records will be carried out to identify patterns or trends and to consider remedial action.

A review of training needs will be undertaken by the Headteacher and Governing Body Committee and a programme to meet the needs of employees will be established.

### **Fire and Emergency Drills**

Fire evacuations will be practiced once per term and findings recorded for review purposes. Drills in case of emergencies other than fire will also be practiced.

## **Part 3.2: Review**

*The information gathered by the monitoring methods in place will be reviewed to assess the effectiveness of the policy in determining the objectives set by the Governing Body.*

Review of the policy will be carried out following changes in legislation, regulations and following changes to the management structure of the school.

Review of the policy will provide the opportunity to assess the effectiveness of the school's health and safety management system and will encourage improvements in health and safety performance.