



Health and Safety Policy			V2.1
	Date	Name	Notes
Drafted	22 nd Sep 2009	D.Robinson	Drafted new version based on DCC model policy.
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Reviewed	18 th Jun 2013	PPC	Drafted new version based on DCC model policy.
Reviewed	17 th Jun 2016	PPC	
Reviewed			
This policy will be reviewed every 3 years			

Statement of Principles

Lytchett Matravers Primary School recognises its legal and moral responsibilities to persons who may be adversely affected by school activities.

The Law

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

Statutory health and safety responsibilities fall on DCC (as the employer) and on the Headteacher and other school staff (as employees).

The Headteacher and the day to day management body (namely the senior leadership team), must ensure that school staff and premises comply with DCC's health and safety policies and practices.

In practice, the Headteacher may delegate specific health and safety tasks to others at the school.

The Governing body will co-operate with DCC and the Headteacher to ensure that DCC can fulfil its health and safety employer obligations.

The Governing body, and the Headteacher, must comply with any specific direction / guidance given to them by DCC concerning health and safety of persons on the school's premises or taking part in any school activities elsewhere.

Responsibilities

Local Authority

As the employer, under the Health and Safety at Work etc. Act 1974, DCC must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety.

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in the school. The individuals and groups identified below are expected to have read and understood the school's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

Governors

The governors are responsible for ensuring that mechanisms and procedures are in place for health, safety and wellbeing. The governors will receive regular reports (see Monitoring and Inspection on page 6) to enable them, in collaboration with the headteacher, to prioritise resources for health, safety and wellbeing issues.

The governors will ensure that at least one governor has received appropriate training in health and safety, and that governor will feedback to the governing body on health, safety and wellbeing issues.

The governors of: Lytchett Matravers Primary School will

- Develop and regularly update a health and safety policy and advise the school of it.
- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- Endorse and support the safety policies of Dorset County Council (DCC), and to assist the Council to discharge those responsibilities, which it holds as an employer.
- Seek improvement to working conditions according to priorities within existing resources.
- Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- Encourage and support staff access to training to ensure their competence for their task.
- Accept the duties they may hold as a client when they arrange for work through contractors or volunteers. Follow DCC guidance for the selection of competent contractors and **will** seek assistance from the schools Property Surveyor or DCC Property Management Division when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- Review on an annual basis, all significant pupil accidents and third party accidents reported to identify trends.
- Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so they may undertake their health and safety related functions, including reasonable paid time off for consultation, inspections and investigations.

Headteacher

The headteacher has responsibility for:-

- Day to day management of all health and safety matters in the school in accordance with the health and safety policy.
- Ensure that risk assessments are carried out within the school using DCC risk assessment policy and forms and to ensure the assessments are reviewed at least annually.
- Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
- Ensure all staff accidents, significant pupil accidents and third party accidents are reported to the County Health and Safety Team in accordance with the DCC accident reporting policy and procedure.
- Consult with the school council and inform pupils of their responsibility for health and safety.
- Ensure regular workplace inspections are carried out.
- The School Site Manager will complete the inspection each term.
- Submitting inspection reports to the governors.
- Ensuring action is taken on health, safety and wellbeing issues.
- Passing on information received on health and safety matters to appropriate people.
- Carrying out accident investigations.
- Identifying and facilitating staff training needs.
- Liaising with governors and/or DCC on policy issues and any problems in implementing the health and safety policy.
- Co-operating with and providing necessary facilities for trade union safety representatives.
- Providing necessary facilities for all employees to be consulted on health and safety matters.
- Where contracts are negotiated directly between the school and the contractor, the headteacher is also expected to monitor purchasing and contracting procedures, to ensure that the employer's health and safety policy is complied with.
- The headteacher will ensure that the hirer of the premises, for any event, is aware of his / her obligations under health and safety legislation and the school and DCC health and safety policies where appropriate.

In the absence of any particular member of staff being identified, the Headteacher is responsible for liaising with contractors undertaking major works and for ensuring that the risk due to having contractors on site is monitored and controlled.

In the absence of any particular member of staff being identified, the Site Manager is appointed with the authority of the headteacher to request action from the contractor where conditions are considered to be unsafe.

Whilst the responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff.

Employees

All DCC employees are directly responsible for:

- Taking reasonable care for the health safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operating fully with their manager or responsible person on all matters relating to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interest of health and safety.
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression or cases of work-related ill health.
- Report to the relevant manager, any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice and health and safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

Volunteers

Volunteers (such as parent helpers etc.) have a responsibility to act in accordance with the schools policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

School health and safety representatives

Safety representatives are appointed by recognised Trade Unions.

** At present there are no safety representatives.

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where safety representatives are appointed they will be given adequate time and facilities to fulfil their functions.

Contractors

All contractors under school control will be appropriately selected and competent in terms of health and safety.

- Contractors must be made aware of and abide by the schools health and safety policy and not endanger pupils, staff or other visitors to the site.
- In the absence of any particular member of staff being identified, the Headteacher will be responsible for the co-ordination of the contractors' activities on site.
- The headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are known to all staff, pupils and visitors to the premises. This might be achieved by the posting of suitable notices by the headteacher, or by the contractor, in consultation with the headteacher. All contractors must report to the responsible person named above before any work takes place and prior to each working session. The responsible person should then inform the contractor of any conditions which may affect his safety and that of others.

Visitors and other users of the premises

Where the facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and co-ordinating health, safety and security policies and procedures with other occupiers, e.g. youth service, leisure centre, catering and cleaning contractors and outside staff based in schools.

- All visitors to the school must comply with the school and DCC health and safety policy and procedures.
- Headteachers must ensure that a suitable system is implemented whereby visitors are required to record their visit to the school (visitor's book) and the time they leave. This should include all visitors to the school including Governors, Property Surveyor, Contractor's etc.
- Where applicable visitors will be required to wear a 'visitors' identification badge which will be supplied by the school.
- Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- Should a fire / emergency occur or the fire alarm is activated whilst visitors are on the schools premises, the person who is accompanying the visitor (where applicable) will take him / her to the fire assembly point.
- Should an incident / accident occur involving a visitor it must be reported using DCC accident reporting policy and procedure and form and sent to the County Health and Safety Team. An investigation must be undertaken as soon as possible by the relevant responsible person.
- If the incident is of a serious nature or fatal the headteacher should contact the County Health and Safety Team immediately on 01305 225019.
- Persons hosting visitors including meeting arrangers must ensure:
 1. Visitors are alerted to the establishment fire procedures.
 2. Visitors adhere to the 'no smoking' policy.
 3. Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles.
 4. Visitors record time of arrival and departure in the visitors book.
 5. Where applicable visitors are provide with and wear identification badges.
 6. Visitors are accompanied or authorised to enter the premises.
 7. Visitors remain within authorised areas and do not enter any restricted area unless permission is granted and the person is accompanied.
 8. Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised.
 9. Visitors report all accidents, incidents and near misses to the host.
 10. Visitors wear protective clothing that is supplied when necessary.

Pupils

Pupils will be reminded that they are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and / or hygiene, as detailed within the appropriate curriculum safety guidelines.
- Observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

All pupils and parents will be made aware of this section of the policy through the Home/School agreement.

Arrangements

Monitoring and Inspection

* The school completes an annual self audit of the health and safety systems. A copy of the latest self audit form is available in the Site Manager's office. This will be presented to the Full Governing Body.

* The school completes written termly premises inspections in accordance with DCC guidance. A copy of the latest form is available in the Site Manager's office. This will be presented to Premises Finance and Marketing committee.

First aid

The school has assessed the need for first aid provision and ensures that the guidelines given within the latest DCC First Aid Code of Practice are complied with.

An up to date list of all first aiders is displayed in the First Aid room.

First aid kits are located at strategic points in the school, namely the First Aid room, and portable kits are available for lunchtimes, PE lessons and school trips and visits. The contents of the kits will be checked on a termly basis and the kit will be labelled with the date of checking and signature of the person who has checked the kit.

For further information please see the school's Medicines Policy.

Accident recording

The school will record all accidents in accordance with DCC Accident reporting policy and procedure.

*Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be completed by the County Health and Safety Team on the school's behalf.

Administration of medicines

The school follows its own policy on the dispensing of medicines within school, based on the relevant guidance issued at the material time.

For further details please see the school's administration of medicines policy.

Off site visits

The school follows DCC Children's Services Off Site Events and Adventurous Activities Policy.

Further information can be found within this policy.

Fire

The school will ensure that a fire evacuation drill is completed at least once per term and record the date in the fire log.

The fire log will be kept up to date with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Arrangements are in place for evacuating disabled people (a personal emergency evacuation plan PEEP).

The Headteacher will ensure a fire risk assessment is completed and updated every three years or more frequently if there is a significant change to the building.

All staff are responsible for ensuring that pupils and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

All staff are responsible for ensuring evacuation routes and doors are kept clear at all times.

Electricity

The school will undertake to inspect and test all portable appliances by a competent person on an at least two yearly basis with a written annual visual check in between the years of PAT test.

The competent person will produce an inventory of these tests which will be kept by the Site Manager.

All staff will visually inspect electrical equipment before use for obvious defects.

Defective equipment will not be used, will be labelled and reported as defective for replacement/repair.

The school will ensure that the fixed wiring inspections are completed on a 5 yearly basis by a competent contractor.

* If personal items of electrical equipment are required to be used in school then permission must be sought from the Headteacher and the equipment must have a current portable appliance test completed on it.

Work equipment

As appropriate, all work equipment will be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements

- The suitability for purpose
- The positioning and or storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment.

Staff must not use new items of work equipment unless appropriate training has been given. A risk assessment must be completed for the work equipment as appropriate and staff using the equipment must have access to and comply with the risk assessment.

All plant and equipment that require statutory inspection, testing and maintenance for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be completed by a DCC approved contractor (if the school does not use an approved contractor they must ensure a competent contractor is used).

As appropriate, any personal protective equipment (PPE) required for the use of the work equipment will be supplied free of charge by the school. All employees will be expected to wear the PPE when operating the equipment.

Access equipment (kick-stools, ladders, tower scaffolds and mewps etc)

All access equipment must be purchased from a reputable supplier.

Before purchase the following considerations must be given:

- The installation requirements
- The suitability for purpose
- The positioning and or storage of the equipment
- Training and use of the equipment.

Staff must not use access equipment unless appropriate training has been given. A risk assessment must be completed for the access equipment or task and staff using the equipment must have access to and comply with the risk assessment.

The access equipment should be visually checked before each use.

Control of hazardous substances

All substances that may be considered hazardous to health have been assessed (except in science – these are covered by CLEAPSS hazards).

A copy of the health and safety data sheet and COSHH assessment will be available in the location of where the chemicals are used / stored.

Any person using these chemicals must ensure they have seen and follow the information given on the COSHH assessment (including the wearing of any identified PPE).

Staff must not bring any hazardous chemical onto the school site unless prior permission has been sought and a COSHH assessment has been completed.

Asbestos

The school has an asbestos register (even if there is no asbestos on site there is still a register to state this) which is located in the Site Manager's office.

All contractors must be shown the register before work commences.

Any damaged or suspected damage to asbestos should be reported to the headteacher who will contact the schools Property Surveyor immediately.

Legionella

The school has a legionella survey which is located in the Site Manager's office. The Site Manager is responsible for ensuring that any monthly temperature checks are completed and the weekly flushing records are completed. Further information of legionella can be obtained from Mike Taylor on 01305 225276.

Violence

The school follows DCC policy and guidance for violence at work. For further information please refer to the DCC Violence at Work Policy (schools).

All incidents of verbal and physical abuse will be recorded on the accident / incident report form and sent to the County Health and Safety Team.

Manual Handling

The school complies with the DCC Manual Handling Policy and Procedure and completes risk assessments on any significant manual handling tasks. Employees who complete manual handling tasks will have suitable and sufficient training. For further information please refer to the DCC Manual Handling Policy.

Lone working

The school complies with the DCC Lone Working Policy and completes risk assessments for any lone working scenario. For further information please refer to the DCC Lone Working Policy.

Risk assessments

Risk assessments are completed for any significant risks in accordance with the DCC Risk Assessment policy. These risk assessments are working documents and must be viewed by staff carrying out the activity and updated/reviewed on an at least annual basis or whenever there is a significant change to the activity / task / personnel / or following an accident. For further information please refer to the DCC Risk Assessment Policy.

Training and records

The school will ensure that all staff has suitable and sufficient training to complete the tasks required of them. The school will ensure all training is recorded and up-date training is completed where required.

REFERENCES

DCC will provide up to date copies of model policies.

These are available by following this link: <http://www.dorsetforyou.com/384121?returnarticleid=396616>