



**Waltham St Lawrence Primary School**

## **Health and Safety Policy**

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### Part 1

#### The Policy Statement

1. In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work etc. Act 1974, the Royal Borough of Windsor and Maidenhead is responsible for taking all reasonably practicable steps to ensure the health, safety and welfare of staff, pupils and others whilst engaged in school activities. This policy is complementary to the LA's Directorate Health and Safety Policy, and ultimately the Corporate Health and Safety Policy, and should be read in conjunction with them. This policy is the school's local arrangements for implementing the LA's policy. .
2. In particular, the Governing Board, in conjunction with the LA are responsible for ensuring, so far as it is reasonably practicable:-
  - (a) That all places under its control, where staff, pupils and others are required to work, are maintained in a condition that is safe and without risk to health and safety;
  - (b) That hazards arising from the use, handling, storage and transportation of articles and substances used in the School are adequately controlled; and,
  - (c) That equipment and systems of work are safe and with minimum risk to health and safety.
3. Furthermore, the school undertakes to provide adequate information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively towards their own health and safety and that of others.
4. In addition, school staff will ensure, so far as is reasonably practicable, that the health and safety of others is not adversely affected by its activities.
5. The Headteacher with the assistance of other staff members will endeavour to implement this policy.
6. The school believes that no policy is likely to be successful unless it actively involves staff themselves. For this reason the policy will include appropriate arrangements for consultation with staff on health and safety matters and will encourage them to identify hazards and suggest measures for improving safety performance.

## **Responsibilities for implementing the policy**

### **1. The Governing Board**

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Board. The Governors, with assistance from the Headteacher and staff, will ensure that all necessary procedures are devised, implemented, monitored and reviewed and that they remain appropriate. In particular they will:

1. make arrangements to ensure the school has a written health and safety policy
2. have in place procedures to identify hazard and evaluate risk control methods
3. delegate health and safety responsibility to specific staff and ensure that procedures are followed
4. nominate a governor to attend appropriate health and safety briefings provided by the LA or the school
5. have health and safety on the agenda at Governing Board meetings as appropriate.
6. ensure the Headteacher, as the Manager responsible for health and safety, is supported to carry out the appropriate responsibilities as detailed below.

The Governing Board will provide, in co-operation with the LA where responsibilities for premises and plant are shared:

1. a safe environment for pupils, staff, visitors and other users of the premises
2. plant, equipment and systems that are safe
3. safe arrangements for transportation, storage and use of articles and substances
4. safe and healthy conditions that take account of
  - statutory requirements
  - Approved Codes of Practice
  - Department for Education or LA guidance
  - RBWM Corporate Health & Safety Policy and Codes of Practice
5. adequate information, instruction, training and supervision
6. provision of all necessary safety and protective equipment.

### **2. Responsibilities of the Headteacher**

The Headteacher as the officer in charge of the day to day management of the school will carry out the duties of **Key Manager** detailed below. In his/her absence the Senior Teacher will carry out these functions.

1. To pursue the objectives of the Governing Board and the LA with respect to health and safety;
2. To ensure health and safety is an agenda item in staff meetings;
3. To ensure risk assessments of the premises and that in all activities appropriate actions are taken to remove potential hazards or reduce the level of risk;
4. To co-operate with accredited Safety Representatives and Safety Advisers and offer them assistance to carry out their prescribed functions;
5. To receive written reports from Safety Representatives and Safety Advisers concerning possible hazards and to respond in writing within a reasonable period of time to the points made;
6. To ensure the school carries out its own termly health and safety inspections of work areas and general areas and records of the inspections are kept;
7. ensure that all accidents, near misses and dangerous occurrences are reported and recorded and the causes are investigated by nominated persons and that reasonable steps are taken to prevent a recurrence. All serious accidents/ incidents must be reported to the Headteacher via the School Office, please refer to Section 11 Accidents. Copies of all reports must be sent to the Borough Health and Safety Team in accordance with the LA's procedures. Where specifically required i.e. under the RIDDOR (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations) ensure appropriate reports are made to the Health and Safety Executive (HSE).
8. To ensure that materials and equipment purchased are safe and without risk when properly used.
9. To ensure induction training to all new members of staff and all training needs of both new and existing staff are assessed, relevant training is provided and a record of this is kept; and
10. To keep abreast of the changes in the Departmental and Borough's Corporate Health and Safety Policy and Codes of Practice and pass on the information to the staff concerned.

### **3. Responsibilities of the H&S Co-ordinator**

The School's H & S Co-ordinator is the Headteacher. He/she is responsible for implementing this policy in the common parts of the building. In particular he/she will liaise with contractors and provide them with information on any hazards such as asbestos, electrical services, fire safety etc. that they may come across while working on school premises.

He/she will also ensure that contractors do not place the health and safety of staff and students at risk whilst on the school premises.

Following an accident the headteacher will arrange for any repairs or remedial actions to be carried out as required. The school does not have a site controller but has appointed Handy Person who checks the premises once a week and carries out any repairs as instructed.

### **4. Responsibilities of all staff**

Staff have a duty under the Health and Safety at Work Act 1974 to co-operate with the Headteacher to ensure this policy is implemented. They must use equipment in a safe manner and in accordance with the information, instruction and training given and take all reasonable steps to ensure the health and safety of those affected by their activities. The Headteacher welcomes suggestions from the staff for improving health and safety within the school.

Staff are expected to check equipment and their classroom regularly and report their findings to the Headteacher.

### **5. Monitoring the Effectiveness of the Policy / Health and Safety Advice**

The implementation of this policy will be monitored by regular inspection by the Head Teacher. In addition Health and Safety Advisors from the Borough will carry out an audit of the school once every 12 – 18 months. Health and Safety Advisors are also available for advice at any reasonable time. They can be contacted on 01628 796641.

### **7. Hazardous substances**

Hazardous substances are used in the school both for teaching and for cleaning and minor maintenance. Substances used will be assessed in line with the Council's Code of Practice on Control of Substances Hazardous to Health (COSHH).

### **8. Asbestos**

The school has been surveyed for asbestos. The Headteacher and the Borough's Building Services Unit hold the asbestos register.

The register must be referred to prior to any maintenance work being carried out by school staff or contractors. Furthermore, any damage to asbestos, or substances suspected to be asbestos, is to be reported immediately to shared Building Services between Wokingham and RBWM on 0118 9746728 or 0118 9746888 and the area cordoned off until it is made safe.

### **9. Electrical Safety**

Electrical equipment is tested annually as part of the Borough's contract. In addition to the annual tests, visual inspection of the equipment for physical damages to the cables and plugs must be carried out every term. Equipment should also be checked for these faults prior to use.

### **10. First Aid**

The school has a number of first aiders to ensure there is adequate cover. The first point of contact for first aid will be the School Office. All first aid boxes must be regularly checked to ensure they are adequately stocked. Teachers responsible for school trips will assess whether a travelling first aid kit should be taken.

### **11. Accidents**

All accidents must be reported to the school office. The Administration Officer is responsible for recording accidents and notifying serious accidents to the Head Teacher. Full details of the procedures for reporting accidents are given in the Code of Practice on First Class.

## **12. Contractors**

The Borough Building Services Unit oversees large projects. They will ensure competent contractors are employed and work is carried out safely. They will monitor the contractor's activity. The school may also employ contractors. In these circumstances the Headteacher will ensure competent contractors are employed and health and safety matters are given top priority. Contractors are required to carry out a risk assessment prior to commencement.

## **13. Violence against staff**

The LA, Governors and the Headteacher will not tolerate acts of aggression against staff from any person. Such incidents will be dealt with in accordance with the LA's policy on violence against staff. Should members of staff be subjected to violence they will receive all the support needed from the LA and the school.

## **13. Fire**

A range of firefighting equipment is available in the school. This is maintained by the Borough. The Headteacher must carry out weekly tests on Fire Alarm Call points and keep a log of the tests and monthly tests of the emergency lighting. They must also ensure all escape routes are kept clear at all times. All staff are requested to report blocked escape routes to the Headteacher immediately they are identified.

A Personal Emergency Evacuation Plan will be completed for any individuals with short or long term impairment.

## **14. Work outside normal Hours**

When a member of staff is working outside normal working hours, it is their responsibility to ensure that they are in telephone contact with someone who knows they are in school and when they should be expected home.

## **15. Manual Handling**

Staff may carry out manual handling from time to time. All these activities will be assessed in accordance with the guidelines issued by the HSE and the Council. These staff will be provided with training on safe lifting techniques.

**Detailed arrangements for the implementation of the above areas of safety management are provided in the Corporate Codes of Practice on First Class.**

## **16. Security**

Security is of great importance to the school. The Headteacher is responsible for ensuring all the security measures that have been put in place are working effectively and are regularly monitored. All breaches of security must be reported to the Headteacher who will take the appropriate action.

## **17. Administration of Medication**

Parents may request the school to administer **prescribed medication** only to pupils during school time. Due to the importance of this task a separate procedure can be provided by the Health and Safety Advisors if there is an issue within the school.

## **18. Adventurous activities**

Teachers organising activities away from the school site must carry out risk assessments to include travel to and from the site area, risk assess the activity and ensure that all activities are safe before taking the children off site. This can be checked with the Off Site and Adventure Advisory Services on 0118 9835922 (fax 9833454). The LA has issued separate guidance on off-site activities. Teachers organising such activities must familiarise themselves with the guidance

## **19. Seatbelts**

Teachers organising school trips must ensure minibuses and coaches used to transport children are fitted with seatbelts and the drivers are competent and experienced.

**Policy Updated: March 2022**  
**Next Review Date: March 2023**