

**Box CE VC Primary School**  
**Health and Safety Policy**

**Statement of intent**

1. The aim of the *Governing Body* is to provide a safe and healthy working and learning environment for staff, pupils and visitors.
2. The *Governing Body* accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities.
3. The *Governing Body* believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.
4. The *Governing Body* will take all reasonable steps to identify hazards and reduce them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

**The duties of the Governing Body**

1. In the discharge of its duty the *Governing Body*, in consultation with the Head Teacher, will:
  - a) make itself familiar with the Local Authority's Health, Safety and Welfare Policy and the advice and guidance provided by the LA;
  - b) ensure that there is an effective and enforceable policy for the provision of Health and Safety throughout the school;
  - c) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
  - d) identify and evaluate all risks relating to:
    - the premises
    - school activities
    - school-sponsored events;
  - e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others;
  - f) ensure that the resources committee makes a Health and Safety 'walk round' part of its regular business;

- g) create and monitor the management structure for implementation of the Health and Safety Policy.
2. In particular, the *Governing Body* undertakes to provide:
- a) a named Governor who will maintain an overview of Health and Safety. The named governor is the *Chair of Governors*, Rob Price.
  - b) a safe place for staff and pupils to work including safe means of entry and exits;
  - c) plant, equipment and systems of work which are safe;
  - d) safe arrangements for the handling, storage and transport of articles and substances;
  - e) safe and healthy working conditions which take account of all appropriate:
    - statutory requirements
    - codes of practice whether statutory or advisory
    - guidance whether statutory or advisory;
  - f) supervision, training and instruction so that all *Governors*, staff and pupils can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive Health and Safety training which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others, then the *Governing Body* will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated;
  - g) necessary safety and protective equipment and clothing together with information on its use;
3. So far as is reasonably practicable the *Governing Body*, through the Head Teacher will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:
- a) this policy;
  - b) Health and Safety procedures (see separate document)
  - c) all other relevant health and safety matters;
  - d) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

## **The duties of the Head Teacher**

1. As well as the general duties which all members of staff have, the Head Teacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The Head Teacher will take all reasonably practicable steps to achieve this end through working with senior members of staff, teachers and non-teaching staff as appropriate.
2. The Head Teacher is required to take all necessary and appropriate action to ensure that the proper Health and Safety standard is maintained at all times.
3. In particular, the Head Teacher will, on a day-to-day basis, be responsible to:
  - a) ensure, at all times, the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
  - b) annually reinforce the Health and Safety Policy and Procedures to all staff;
  - c) ensure safe working conditions of the school premises and facilities;
  - d) ensure safe working practices and procedures throughout the school so that all risks are controlled;
  - e) arrange systems of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LA are made aware of the findings;
  - f) identify the training needs of staff and pupils and ensure, within the financial resources available, that all members of staff and pupils who have identified training needs receive adequate and appropriate training and instruction in Health and Safety matters;
  - g) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the Health and Safety of staff, pupils and others are made safe in a timescale commensurate to the risk;
  - h) collate accident and incident information and, when necessary, carry out accident and incident investigations.
  - i) monitor the standards of Health and Safety throughout the school, including all school based activities;
  - j) monitor the management structure, in consultation with the Governing Body;

- k) consult with members of staff, including Trade Union safety representatives, on Health and Safety issues;
- l) encourage staff, pupils and others to promote Health and Safety;
- m) organise appliance testing.

#### **The duties of all Members of Staff**

1. All staff are expected to familiarise themselves with the Health and Safety aspects of their work.
2. All staff have a responsibility to:
  - a) take reasonable care of their own Health and Safety and that of any other persons who may be affected by their acts or omissions at work;
  - b) follow agreed working practices and safety procedures;
  - c) report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
  - d) report any Health and Safety concerns to the Head Teacher on the appropriate form;
  - e) ensure that equipment used is safe and that protective equipment is used where appropriate;
  - f) conduct risk assessments in their area of responsibility as required by the Head Teacher or as necessary;
  - g) ensure Health and Safety equipment is not misused or interfered with;
  - h) ensure safe methods of working exist and are implemented throughout their work area;
  - i) ensure Health and Safety regulations, rules, procedures and codes of practice are being applied effectively;

#### **Hirers, Contractors and Others**

1. The Head Teacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
2. When the premises are used for purposes not under the direction of the Head Teacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in the paragraph titled 'The duties of the Head Teacher'.

3. When the school premises or facilities are being used out of normal school hours for a school-sponsored activity such as fund raising events then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and will comply with the requirements of this section.
4. When the premises are hired to persons outside the employ of the Governing Body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:
  - a) introduce equipment for use on the school premises;
  - b) alter fixed installations;
  - c) remove fire and safety notices of equipment;
  - d) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
5. All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the **Health and Safety at Work Act 1974** and must pay due regard to the safety of all persons using the premises.
6. Contractors working on site will sign the school's 'Declaration of Safe Working Practices by Contractors Working on Site'.
7. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher will take such actions as are necessary to prevent persons in his or her care from risk of injury. This may include requiring the contractor to stop work or leave the site.
8. The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

#### **Staff consultative arrangements**

1. The Governing Body through the Head Teacher will make arrangements for full and proper consultation with employees on Health and Safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

## **Emergency Plans**

1. The Head Teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
  - save life
  - prevent injury
  - minimise loss
2. This sequence will determine the priorities of the emergency plan.
3. The plan will be agreed by the Governing Body and be regularly rehearsed by staff and pupils. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

## **First Aid**

1. The arrangements for first aid provision will be adequate to cope with all foreseeable incidents.
2. The school will maintain an appropriate number of qualified Appointed Persons in line with current legislation. A list of all qualified staff will be kept wherever First Aid equipment is stored.
3. Supplies of first aid materials will be held at various locations throughout the school. The Head Teacher will determine these locations. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished if necessary.
4. Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
5. A record will be made of each occasion any member of staff, pupil or other person receives first aid treatment either on the school premises or as part of a school-related activity.

## **Review**

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and pupils.

## **Specific Procedures and Further Guidance**

The Governing Body and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal

with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

**Further advice and guidance**

Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LA and held by the Headteacher. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.

September 2023