

Health, Safety & Wellbeing Policy

October 2016



Date Reviewed	October 2016
Signature	
To be Reviewed	October 2017

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1. Health & Safety Policy Statement

- 1.1 This policy statement is the local supplement to Devon County Council's (DCC) Health, Safety and Wellbeing Policy Statement. The school's Governing Body and Senior Leadership Team recognise and accept their responsibilities under the law and under DCC's delegation for local management of schools.
- 1.2 Ilfracombe Junior School recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility, it will take into account its parallel obligations for the health and safety of pupils, visitors and others who might be affected by its operations.
- 1.3 The provisions in this policy are intended to ensure that health and safety is an integral part of the general process of risk management which the school operates. Thus, health and safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the school's management systems.
- 1.4 The purpose of the policy is:
 - To provide the necessary authority and support for staff as they make their respective contributions to health and safety
 - To set out duties and responsibilities
 - To recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met
 - To emphasise the importance of keeping hazards under control by making an assessment of operating risks.
- 1.4 The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense but also a legal duty.
- 1.6 A copy of this statement has been provided to each member of staff.
- 1.7 The policy statement, together with its associated organisation, arrangements and procedures, has been approved by the school's Governing Body.

2. Organisation

- 2.1 The Head teacher has overall responsibility for the implementation of this policy. To facilitate this, the Head teacher has designated the **Bursar** to be the Health and Safety Co-ordinator and the **Resources Committee** to act on behalf of the Governing Body. In their capacity as line managers, the **Bursar, Year Heads, LSA Team Leaders, Lunchtime Supervisors, Kitchen Supervisor and Kitchen Administrator, Site Manager and Caretaker** will recognise and accept a personal role in ensuring that arrangements for health and safety are effective within his or her respective area. Collectively, the Governing Body requires health and safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which health and safety can flourish.
- 2.2 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor / senior colleague. Special care should be taken with the health and safety issues of any new venture.
- 2.3 Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others. This includes observing all the health and safety rules of the school and, in particular, the instructions of staff.
- 2.4 Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school when using the school premises or land.

3. Arrangements For Implementing the Policy

Risk Assessment

- 3.1 The underlying process, which informs this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the **Bursar, Resources Committee** and the **line managers** detailed in 2.1 to ensure that relevant risk assessments are maintained and kept up to date.
- 3.2 The school will follow the guidance contained within the DCC Health and Safety Guidance Notes. In addition, the following school specific arrangements are in place:
 - *Accident / Incident Reporting:* every injury should be reported in the school accident book located in the **First Aid Room**. More serious accidents/injuries must be reported using form **PO3**, passed to the **Bursar** for review and entered on the DCC on-line accident reporting system (OSHENS) by the **Bursar** if applicable (following the guidance in the HS0001 Accident Guidance Note). An injury that needs medical attention or involves time off work must be investigated by the **Bursar**. Where the accident falls within the LA Accident reporting criteria, the **PO3** must be completed by the relevant member of staff, signed by the **Bursar** and reported to the Devon Health and Safety Service via OSHENS.

- *Consultation:* employees with concerns regarding site or equipment condition should in the first instance report these to the **Site Manager** or **Handyman** and record them in the **Maintenance Diary** kept in the **school office**. Employees with concerns regarding any other health and safety issues should normally raise them with the **Head teacher** or **Bursar**. However, the Governors welcome the support of trade unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the **Head teacher** or **Bursar**, who will seek advice from the Devon Health and Safety Service, on any concerns of employees which cannot be resolved locally.
- *Contractors:* contractors carrying out work for the School will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the school's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the **Site Manager** or **Bursar** to ensure that the school's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control and appropriate method statements have been supplied.
- *Curriculum Safety:* the school recognises that programmes of study require that children should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure safety. School staff will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use.
- *Fire Safety:* the **Resources Committee** along with support from the **Bursar** and **Site Manager** are responsible for carrying out the school's Fire Risk Assessment. All school arrangements for fire prevention and dealing with an emergency is contained within the school's **FIRE/Emergency Folder, Emergency Procedures** and **School Emergency Plan** documents.
- *Inspection and Monitoring:* the **Head teacher** and **Bursar** will put in place the necessary arrangements for procedures to be examined and spot checked on a **termly** basis. The **Resources Committee** are responsible for undertaking the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that workplace precautions remain suitable and sufficient **twice yearly**. The central component of this process is the undertaking and review of the Annual Risk Assessment and Safety Review document(s) for the school. Feedback from this process will be referred to the Governing Body.
- *Lettings/shared use of premises:* the **Governing Body** will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant school health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

- *Medication Arrangements:* there is no legal duty requiring the school to administer medicines. However, the school recognises that children with medical needs have the same rights of admission to the school and therefore the school's arrangements are detailed in the **Medicines in School** guidelines.
- *Moving and Handling:* any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training provided for staff. A **Manual Handling** procedural guideline sheet has been produced.
- *Offsite Visits:* the school will follow the DCC arrangements in respect of any visits off the school premises and use the DCC **EVOLVE** system as appropriate. **Chris Pearce** and **Lesley Owen** are the Educational Visits Co-ordinators for the school.
- *School Partnerships:* school linked partners and hirers, will exchange health and safety policies and procedures with the school and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to that provided by the School. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's routine activities.
- *Training and Information:* training and development needs will be evaluated and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained by the **Bursar, Site Manager, Kitchen Administrator** and **Clerk to Governors**. The DCC Health and Safety Manual will be made readily available to employees.

4. Policy Review

- 4.1 This policy, its organisation and arrangements will be reviewed **annually**. The Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

Signed: Chair of Governors

Signed: Head teacher

Date: