

HEALTH AND SAFETY POLICY

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Date revised: September 2017

By: Mrs E M Dowding/ Mr J Anderson

Date endorsed by the Governing Body:

Review Date:



Health & Safety Policy Statement

The Head Teacher, supported by the governing body at Harmondsworth Primary School acknowledges and accepts its health & safety responsibilities under the Health & Safety at Work etc Act 1974 and associated legislation. In particular, we are committed to providing and maintaining a safe and healthy environment for our employees, pupils, visitors, contractors and all others that might be affected by our activities, so far as is reasonably practicable.

We will achieve this by:-

- Ensuring that health & safety measures are adequately and appropriately resourced
- Continual and effective improvement of our Health & Safety Standards
- Providing suitable and sufficient information, instruction and training to employees and to pupils
- Effective communication, co-operation and consultation
- A process of systematic risk assessment
- Monitoring and reviewing the effectiveness of our safety management
- Providing adequate supervision to those affected by our activities
- Engaging competent professionals where expertise is not available in house
- Reporting accidents internally and under Reporting of Illnesses, Diseases and Dangerous occurrences Regulations 1995
- Co-operating fully with the Local Education Authority

We can only achieve this by working in partnership with our employees. We expect all our employees to

- Take reasonable care of themselves and others in their care, particularly pupils
- Report any issues relating to health & safety to their line manager
- Co-operate fully with the Head Teacher and Governing Body in matters relating to health & safety
- Make full use and take reasonable care of any personal protective equipment provided to secure their health & safety
- Co-operate with the process of risk assessment
- Take all due regard to any information, instruction & training provided

Signed: _____ Name

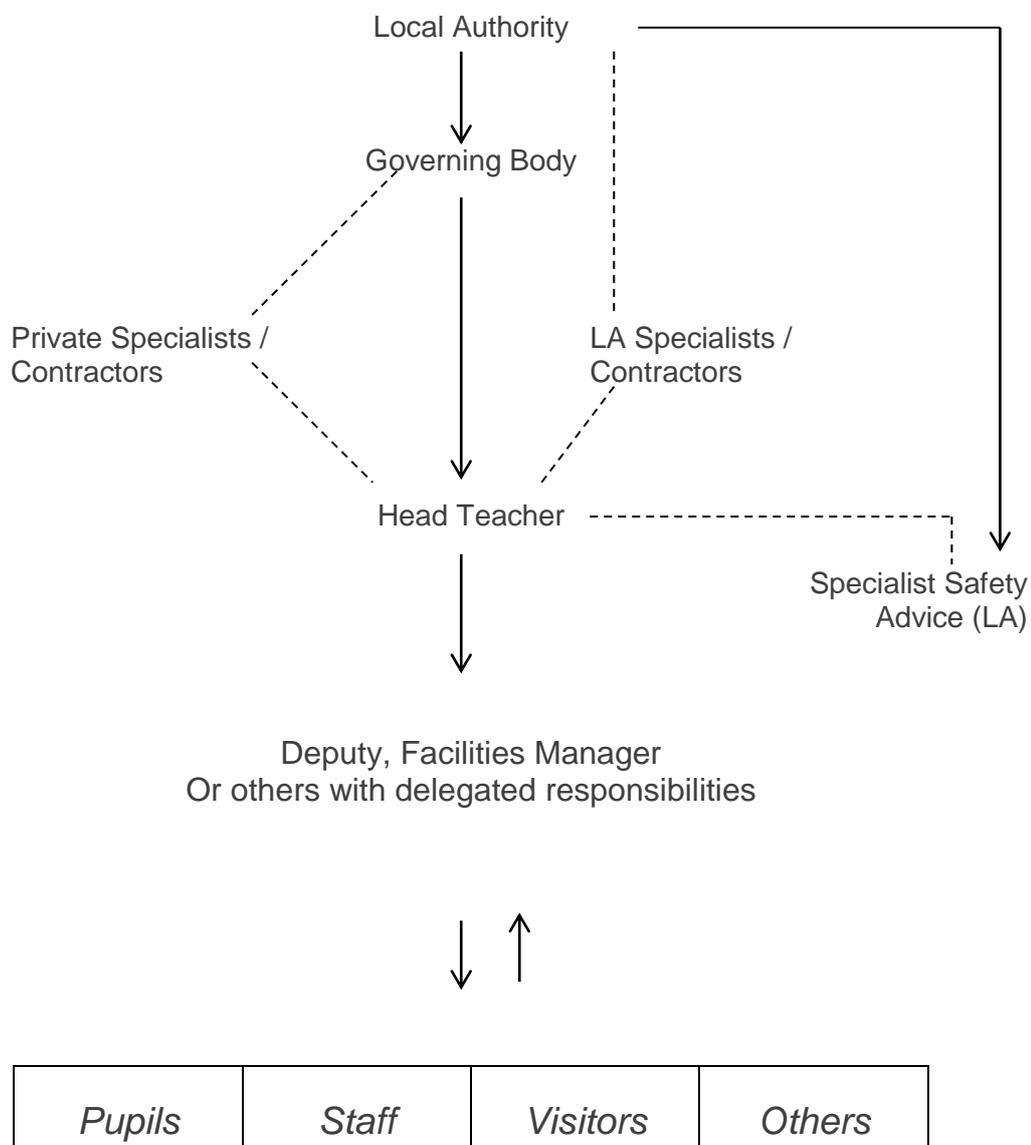
Date: _____ Chair of the Governing Body

Signed: _____ Name

Date: _____ Head Teacher



Organisation - Responsibility Structure



(See Appendix 1 for responsibilities)



PART 2

THE ORGANISATION FOR IMPLEMENTING THE POLICY

London Borough of Hillingdon (LBH)

The LBH will provide a strategic health and safety framework and ensure that health and safety is applied for all schools for which it has responsibility.

1. Education Services Management Team - the Director of Education Services has overall responsibility for health & safety within Education.
2. Educational Visits Co-ordinator
3. Corporate Health & Safety Services Team- responsible for the provision of health and safety advice and information as appropriate and the administration of the Restricted Persons Register (RPR) and the Accident Reporting System.

LBH monitoring of Health & Safety

The LBH will establish arrangements to monitor the effectiveness of policies and arrangements for local management of H&S in community schools. This may include some of the following activities:

- Reviewing establishments' accident/incident reports and reviews
- Reporting under RIDDOR where required.
- Analysis of data from periodic building condition surveys as required
- Site visits and Audits
- Reviewing schools' proposals for educational visits through the LA appointed contractor.
- Monitoring schools' use of Devolved Formula Capital by Education Services.



The Governing Body

The Governing body is responsible in the management of Harmondsworth Primary School. The Governing Body will:-

1. Ensure that sufficient safety equipment, including fire fighting and first aid equipment, is provided to set standards.
2. Ensure that the site and buildings are regularly inspected and that sufficient funds are made available to deal with any work required for health and safety reasons
3. Ensure that the plant and equipment is regularly inspected and that chemicals are kept in a safe condition and safely stored
4. Ensure that the emergency procedures are regularly tested
5. Inform the local authority if the Governors are unable to take the necessary action to deal with a safety hazard
6. In consultation with the Headteacher, prepare a safety policy and ensure that it is followed and regularly reviewed and updated
7. Ensure that goods purchased from the school's budget conform to national and local authority standards
8. Ensure that the LA's accident reporting procedure is followed and that accidents are investigated in order to try and prevent a recurrence
9. Provide the resources for training staff in first aid, fire fighting and other aspects of health and safety
10. Provide protective clothing needed to protect staff and pupils from hazards
11. Consult with trade union representatives and inform staff of health and safety matters.



The Head Teacher

The head teacher is responsible for implementing Health & Safety standards throughout Harmondsworth Primary School.

The Head Teacher will:-

- 1 Ensure that sufficient safety equipment, including fire fighting and first aid equipment, is provided to standards set by the local authority
- 2 Ensure that the site and buildings are regularly inspected and that sufficient funds are made available to deal with any work required for health and safety reasons
- 3 Ensure that the plant and equipment is regularly inspected and that chemicals are kept in a safe condition and safely stored
- 4 Ensure that the emergency procedures are regularly tested and maintained
- 5 Inform the local authority if the Governors are unable to take the necessary action to deal with a safety hazard
- 6 In consultation with the Governors, prepare a safety policy and ensure that it is followed and regularly reviewed and updated
- 7 Ensure that goods purchased from the school's budget conform to national and local authority standards
- 8 Ensure that the LA's accident reporting procedure is followed and that accidents are investigated in order to try and prevent a recurrence
- 9 Provide the resources for training staff in first aid, fire fighting and other aspects of health and safety
- 10 Provide protective clothing needed to protect staff and pupils from hazards
- 11 Consult with trade union representatives and inform staff of health and safety matters.



All Employees and Governors

Employees and governors will have varying levels of safety responsibility. The amount of responsibility will depend on their position, the work that they do and the number of people reporting to them.

All employees and governors have the following responsibilities:-

1. Taking reasonable care of the health, safety and welfare of themselves and others who may be affected by their acts or omissions, including safeguarding the well-being of all visitors and pupil at premises under their control;
2. To make themselves familiar with the safety policy statement and relevant procedures made under it.
3. Co-operating fully with their superiors and with individuals who have delegated responsibilities to manage safety within their premises as required to secure compliance and ensure that procedures can be fully implemented locally.
4. Working with pupils, visitors, contractors and those that may be affected by decisions made in line with procedures and associated health & safety legal requirements.
5. To report any incidents that occur out of or in connection with the business that they control in the prescribed format in line with the policy on reporting incidents internally and any existing systems at site name.
6. To report any hazards that they identify to their immediate superior, if relevant, in writing.
7. To attend safety training when training needs identify that this is required.
8. Participating in, and contributing to, risk assessments carried out for areas of work that they control or have expertise in.
9. To effectively supervise employees under their control and ensure that their work is fully risk assessed



10. To co-operate and follow all controls where risk assessments identify that action is required.
11. To manage appointed contractors in line with the safety procedure on contractor management.
12. Ensuring that safety records and documentation is kept up to date and is available for inspection as and when required.

Consultation

Harmondsworth Primary School is committed to involving and consulting employees at all levels in the maintenance of health and safety standards, as required by the H&S (Consultation with Employees) Regulations 1996.

Consultation within the group will occur as follows:

Management

The overall management structure for dealing with health and safety matters is shown in Appendix A. The responsibilities of Governors, the Headteacher and members of staff are listed part 2.

Members of staff holding positions of responsibility

All members of staff with a responsibility for others have a duty to implement this policy to bring to the attention of the Headteacher any concerns affecting the health, safety and welfare of those for whom they are responsible.

All staff

All staff must take reasonable care of their own health, safety and welfare and have a duty to avoid doing anything likely to endanger themselves and/ or others.

The LBH

The LBH safety advisor will give safety advice and support as appropriate.

School Health and Safety committee

The Headteacher and Site Manager meet weekly and consult with staff over any on-going concerns. A list of tasks is drawn up from this and progress is reviewed regularly. Staff report concerns to the Headteacher or Site Manager. H&S matters are also dealt with in staff meetings and training days.



PART 3

ARRANGEMENTS FOR IMPLEMENTING THE POLICY

This policy is supported by a range of policies for work activities which affect the school. These policies shall be considered the arrangements by which the requirements of this policy are identified and implemented.

The health and safety arrangements ensure that the school carries out its functions in a way that protects anyone who might be adversely affected. Health and safety has been and will remain a foremost consideration for those who work for or on behalf of this school.



Appendix 1

RESPONSIBILITY	COMPETENT PERSON
First Aid Appointed Person	Rebecca Delaney
First Aiders First Aid at work certificate	Rebecca Delaney
	Nicolette Richards
	Kim Harper
	Natalie Hawgood
Pediatric Certificate	Roxanne Winton
	Pamela Booth
	Zoe Acheson
	Rebecca Delaney
	Kim Harper
First Aiders Level 2	Fonia Goodliffe
	Lisa Trim
	Roxanne Winton
	Michelle Huntley
	Christine Isaac
	Sheila Mitchell
	Claire Fisher
	Trudi Widdows
	Jo Ryan
Accidents Notified to	Joe Anderson Eleesa Dowding Rebecca Delaney
Accident Book Kept by	Rebecca Delaney
RIDDOR Notifications by	Eleesa Dowding/Joe Anderson/LA safety advisor
Fire Marshals	All teachers
Assembly Points	Infant Playground Junior Playground
Emergency Procedures	See Emergency Plan Eleesa Dowding/Joe Anderson
Asbestos Survey	Joe Anderson
Asbestos Log Kept by	Joe Anderson



RESPONSIBILITY	COMPETENT PERSON
Statutory Inspections i)Boilers ii)Hoists & Lifts iii)Fire Safety	Joe Anderson
Out of School Visits	Eleesa Dowding Emma Read
Risk Assessments	Joe Anderson
Catering	Fonia Goodliffe Caterlink
Premises Manager	Joe Anderson
Occupational Health	Eleesa Dowding