

LANGFORD PRIMARY SCHOOL

HEALTH & SAFETY POLICY

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STATEMENT OF INTENT

- Langford Primary School recognises that health and safety is an integral element of the organisations success, and it will be given equal status alongside other management functions.
- In accordance with the Health and Safety at Work etc Act 1974, it is the policy of the Governing Body to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees and to protect non-employees such as pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity.
- Hammersmith & Fulham Council, as the employer in community schools has overall responsibility for health and safety within the establishment. The school will follow any policies and procedures issued to the school by the Council in respect of health and safety in accordance with the local management of schools regime and fair funding.
- In compliance with health and safety legislation and regulations, Langford Primary School's Governing Body will ensure so far as is reasonably practicable that:
 - adequate resources are made available to enable the effective implementation of this Policy and associated procedures
 - advice is sought from competent persons on legal requirements for health and safety and on current best practice
 - those with specific roles and responsibilities for health and safety will be engaged and empowered to successfully undertake their duties
 - arrangements for communicating and consulting with employees and other relevant parties are implemented
 - suitable and sufficient assessments are undertaken and recorded for all activities undertaken by the establishment
 - appropriate risk control measures and safe systems of work are developed and implemented
 - appropriate procedures are adopted to monitor the successful application of this policy and associated procedures
 - The Governors and staff of & Langford Primary School are committed to playing an active role in the implementation of this policy and undertake to annually review and revise it in light of changes in legislation, experience and other relevant developments.

Chair of Governors: _____

Date: _____

Executive Headteacher: _____

Date: _____

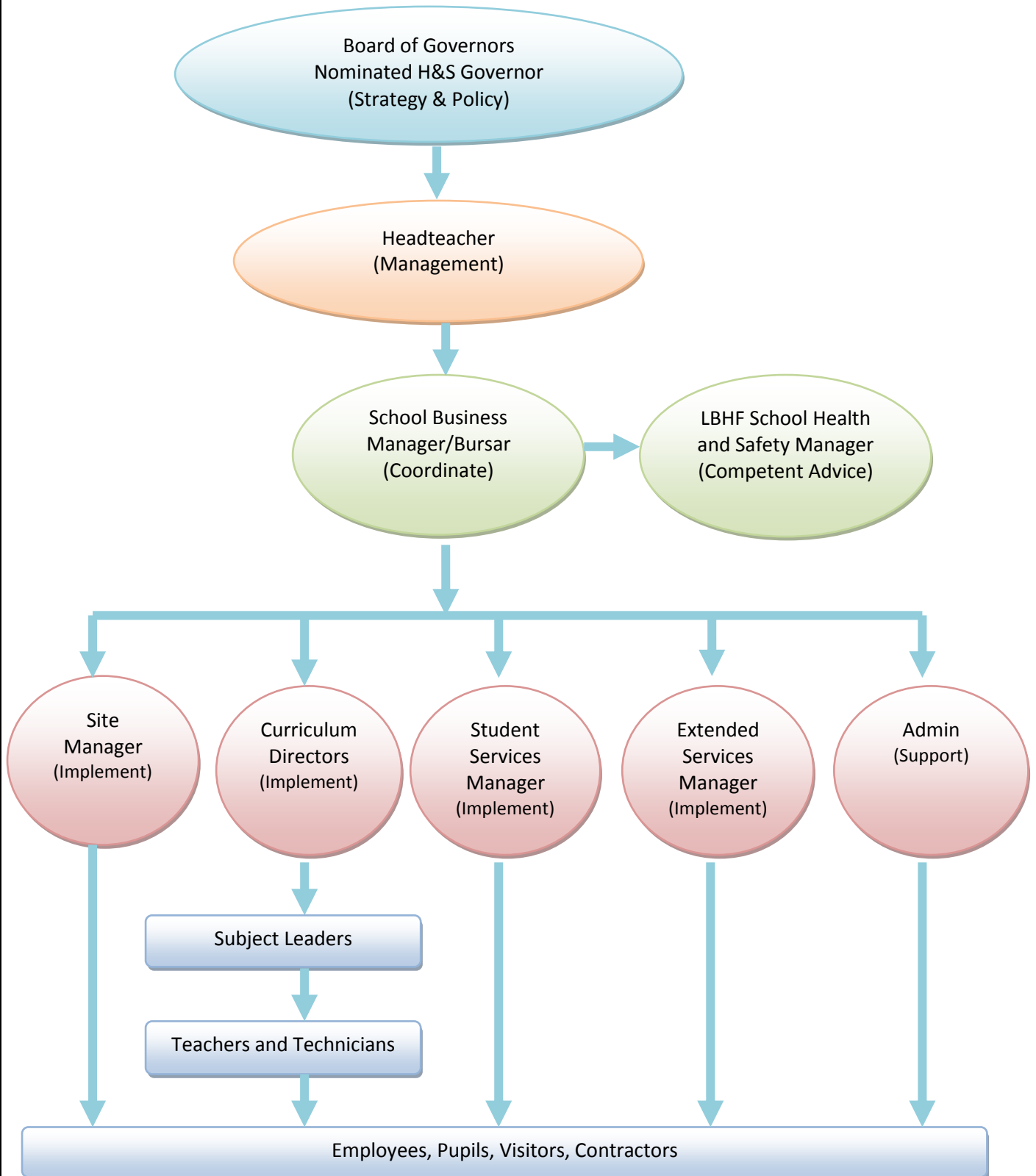
Headteacher: _____

Date: _____

ORGANISATION AND RESPONSIBILITIES

Organisational Chart

Safety and health is everyone's responsibility. This chart reflects a whole school approach to the promotion and development of health and safety.



The Governing Body

In consultation with the Headteacher, the Governing Body will:

- Nominate a Governor to be responsible for health and safety matters
- Ensure that suitable resources and strategic direction are available to discharge the school's health and safety responsibilities
- Ensure that Hammersmith & Fulham Council policy and procedures are given due consideration when developing the schools own H&S Policy and procedures
- Ensure that there is an appropriate forum where health and safety matters can be discussed and strategic decisions made
- Ensure that health and safety is monitored by the appointed Governor and committee so that legal and best practice requirements are met
- Monitor, via reports, the overall performance of the schools health and safety management systems
- Ensure that the establishments health and safety policy and management system is reviewed regularly

The Headteacher

In consultation with the schools senior managers the Headteacher will have day-to-day management responsibility for health and safety and will :

- Implement the requirements of this Policy and for ensuring compliance with all health and safety legislation within the school
- Demonstrate a personal commitment to health and safety by providing visible and active leadership and leading by example
- Ensure a positive health and safety culture is evident and a proactive approach to health and safety management is adopted within the school
- Appoint persons to assist him/her which meet the safety objectives, standards and checks detailed in this policy
- Ensure all school decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations
- Ensure that school employees recognise health and safety as an integral element of their work, and that health and safety is given equal status alongside other management functions
- Ensure that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety
- Ensure suitable persons are nominated to undertake key health and safety functions within the school and to ensure these individuals are adequately supported and suitably trained

The Business Manager/ Bursar

The Business Manager/Bursar is responsible for the implementation of the health and safety policy and associated procedures in Langford Primary Schools will:

- Keep abreast of relevant health, safety and welfare legislation, codes of practice and guidance relevant to school activities
- Ensure that the H&S Policy is developed and reviewed annually or when significant change occurs and is brought to the attention of all staff via internal communication procedures
- Instigate and chair the H&S management group and report findings back to the Governor responsible for health and safety

- Ensure that employees are consulted with on health and safety within the school
- Ensure that the information, instruction and training requirements of the school in relation to health and safety are developed with learning and development opportunities being provided as and when required
- Co-ordinate the undertaking of risk assessments and ensure that appropriate risk control systems are developed by those required to do so
- Co-ordinate the incident reporting procedures, undertake investigations where necessary and monitor accident statistics
- Ensure that formal programme of physical inspections are undertaken of the premises and that actions arising from the inspections are implemented
- Ensure that, in conjunction with the Council, the schools health and safety management system is subject to a regular review and findings are reported to the Governor responsible for health and safety
- Ensure that all members of staff and pupils who have identified needs receive appropriate health and safety training/instruction and that it is adequately financially resourced
- Ensure there is adequate first aid and welfare provision

The Site Manager(s)

The Site Manager(s) reports to the School Business Manager/Bursar and is responsible for buildings related health and safety. The Site Manager(s) will:

- Ensure the upkeep and maintenance of the building, plant and equipment in line with legal requirements and best practice
- Work with the Business Manager/Bursar to develop a programme of statutory and good practice testing, inspection and maintenance for premises, equipment and plant
- Ensure that all testing, inspections and maintenance detailed in the programme are conducted on time and to the standards prescribed in the relevant regulations
- Manage the contract for grounds maintenance and the contract for security ensuring best value
- Have overall responsibility for the security of the building and grounds
- Develop the fire safety management system for the school and ensure that all elements of the management system are implemented
- Take prompt action to prevent injury to others on site who might otherwise be exposed to unnecessary dangers
- Ensure that only authorised persons have easy access to restricted areas such as the roof, plant rooms, switch gear, hazardous chemical store etc
- Participate in the school health and safety inspections programme
- Ensure site care staff are adequately supervised
- Identify any particular health and safety training needs of site care staff
- Ensure that site care staff are not involved in activities beyond their capabilities
- Ensure in conjunction with the Business Manager/Bursar that hirers, contractors and others who enter school premises conduct themselves and carry out their operations in such a manner that all statutory and good practice safety requirements are met at all times
- Keep abreast of relevant health, safety and welfare legislation, codes of practice and guidance relevant to school activities
- Arrange termly inspections to allow the prompt identification and removal of potential hazards
- Encourage staff, pupils and others to promote health & safety and suggest ways of removing hazards/reducing risks

Extended Services

The Extended Services will:

- Ensure that the learning outside the classroom regime is implemented according to Council policy requirements and acting as the schools Educational Visits Co-ordinator
- Raise any health and safety concerns outside their control related to their class area with their immediate line manager
- Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out
- Know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied
- Give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)
- Detail safe methods and controls to be followed in their written lesson plans

Administrative Support

- A member of the administrative staff will:
- Ensure that appropriate first aid and administration of medicines procedures are implemented
- Maintain and display a list of school first aid staff and ensure that all first aid staff attend refresher training
- Ensure first aid boxes are adequately stocked and maintained
- Ensure that any pupils medication is stored in an appropriate manner
- Maintain an up-to-date list of students with medications
- Ensure that health and safety information from the local authority and other sources is disseminated to the appropriate staff

Subject Leaders

- In addition to the general responsibilities of employees, outlined below, subject leaders are expected to:
- Raise any health and safety concerns outside their control related to their class area with their immediate line manager
- Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out
- Know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied
- Give clear instructions and warnings to pupils as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a pupil, may help defend a claim)
- Detail safe methods and controls to be followed in their written lesson plans
- Set a good example by following safe working procedures personally
- Ensure the use of protective clothing and guards where necessary
- Avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use
- Build in safety education in curriculum planning

Employees

Employees (including temporary and volunteers). All School employees are directly responsible for:

- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.

- Co-operating fully with their Manager on all matters pertaining to their health and safety at work
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.
- Reporting to the relevant manager, any defect, 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
- 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, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- Acquainting themselves with, and complying 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.
- Attending local health and safety and safety induction training as soon as is practicable after commencing employment
- Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst on school premises
- Completing a display screen equipment self-assessment where required to

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 the contents of this section of the policy through the prospectus and school induction.

Visitors and Other Users of the Premises

- Where facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. Youth Service, Adult and Community Learning, catering and cleaning contractors, outside staff based in school
- All visitors to our establishment must comply with the School's Health and Safety Policy and procedures
- Where applicable, adequate consideration must be given to visitors, contractors and members of the public in risk assessments, including the provision of suitable and sufficient control measures

Contractors

- All contractors under local control will be appropriately selected and competent in terms of health and safety

- Contractors must be made aware of and abide by the school's health and safety policy and not endanger pupils, staff or other visitors to the site
- The Site Manager will be responsible for the coordination of contractors' activities on site, bearing in mind the guidance given in our contractor selection policy for small building works
- The Business Manager must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Site Manager, or by the contractor, in consultation with the Site Manager

Consultation and communication

To ensure that the School meets its legal obligations to consult with employees and to provide them with the relevant information in relation to health and safety, the following consultation and communication arrangements have been adopted:

- Curriculum Directors will hold meetings with employees twice a term
- School H&S Group meetings that are held every term
- Staff one-to-ones and appraisals
- Health & Safety Notice boards located throughout the school
- Regular meetings between the Executive Head and Headteacher, nominated H&S Governor, Business Manager and Site Manager

Learning and development of staff

- The responsibility for ensuring that safety training needs are assessed lies with the Business Manager in consultation with other senior managers. Those for whom health and safety training is deemed necessary will be required to attend such training.
- Identification of health and safety training needs of new staff must be carried out by the line manager, normally during the first weeks of the staff's appointment, and delivery of that training will form part of the staff member's appraisal.
- The training matrix supplied by the Council and that is available on School Staff Zone will be used to identify training needs.

ARRANGEMENTS AND PROCEDURES

To ensure the effective implementation of health and safety within the school, the following procedural guidance documents have been developed:

Management

- Risk Assessing-general guidance
- Accident reporting and investigation
- First aid and medications
- Control of contractors
- Construction work
- Inspections and monitoring
- Emergency Evacuation

Premises

- Fire safety management
- Asbestos management
- Premises, plant and equipment
- Kitchens
- Premises security

Persons

- Personal safety and security
- Health and well-being of staff
- Display screen equipment
- Manual handling

Curriculum

- Design and technology
- Physical education
- Science
- Arts
- Classroom Organisation
- Educational visits

Non-Curriculum

- Extended services
- Residential Trips
- Swimming and Games
- Foundation Stage

These documents are available to all staff to access via the schools internal intranet system and also via hard copy from the school Business Manager/Bursar.