

Local Health and Safety Policy

General Statement of Intent

Meole Brace CE Primary School and Nursery is part of Shropshire Church of England Academies Trust who are the Employers. Meole Brace CE Primary School and Nursery believe that excellence in the management of Health and Safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high achievement in academic and quality standards.

People are the most important asset to this School, whether they are Staff members or pupils, therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the School believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian, educational and commercial considerations. Achievement and safety are not in competition. On the contrary, safety is good academic business.

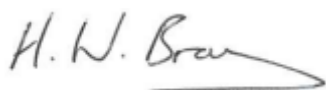
From a legal perspective, the School is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the School will strive to go beyond the requirements of legislation.

The School is committed to on-going monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:

- ✓ To provide adequate control of the Health and Safety risks arising from our School activities;
- ✓ To consult with our employees on matters affecting their Health and Safety;
- ✓ To provide safe plant and equipment;
- ✓ To ensure safe handling and use of substances;
- ✓ To provide information, instruction and supervision for employees and pupils;
- ✓ To ensure all employees are competent to do their tasks and to give them adequate training;
- ✓ To prevent accidents and cases of work-related ill health;
- ✓ To maintain safe and healthy working conditions: and
- ✓ To review and revise this policy at regular intervals.

Signed:



Signed:

Position: **Executive Headteacher**

Position: **Local Governing Board Member (link governor for Health & Safety)**

Date:

Review Date:

Organisation.

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Overall responsibility for Health and Safety is that of:

Local Governing Board – The attached organisational diagram shows how Health & Safety responsibilities flow through the school and subsequently into the Shropshire Church of England Academies Trust.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Mrs Hayley Lakin, Acting Head of School

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Nicholas O’Sullivan as our Health & Safety Advisor via Contract with All Safety Matters Ltd

Mr. Henry Bray, Acting Executive Headteacher and link with All Safety Matters Ltd.

The process of application of Health & Safety at Meole Brace CE Primary School and Nursery:

This is achieved by the creation of Arrangements in the key Health & Safety areas i.e., Manual Handling, Lone Working, DSE and Accident Reporting etc.

Employees Duties

All Meole Brace CE Primary School and Nursery employees are required to:

- ✓ Co-operate with the Executive Headteacher/Head of School and Local Governing Board on health and safety matters;
- ✓ Not interfere with anything provided to safeguard their health and safety;
- ✓ Take reasonable care of the health and safety of themselves and others; and
- ✓ Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the School will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health and Safety Executive guidance and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our work activity, or off-site visits, including residential trips and adventure activities;
2. Decide who might be harmed and how;
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done;
4. Record the significant findings of the assessment;
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.



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Risk assessments will be undertaken by the appropriate Subject Leads and kept centrally on the shared drive.

List of Risk Assessments:

A Central list of Risk Assessments is always available in the School Office or via the shared drive where staff can easily access information on Risks and the necessary Control Measures. Risk Assessments will be reviewed annually by the appropriate Subject Lead of Department/SBM for Administration and premises.

Approval for the required action to remove or control risks will be given by:

The Acting Executive Headteacher or Acting Head of School

Consultation with Employees

The School will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with employees over Health and Safety matters will be provided by:

Emails, regular meetings and direct consultation.

Safe Handling and Use of Hazardous Substances

The School will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (including Legionella), the Control of Asbestos at Work Regulations 2002.

Responsibility for identifying all substances that need a COSHH assessment is that of:

Mrs Hayley Lakin, Head of School

COSHH Risk Assessments will be verified/carried out by:

Premises – Mrs Sandra Holloway, School Business Manager; Science Risk Assessments via CLEAPSS website access

Approval for the required action to remove or control risks will be given by:

The Acting Executive Headteacher or Acting Head of School

The Asbestos Management Plan and the Asbestos Register will be managed by:

Mr. Andrew Breeze

The Legionella Risk Assessment and the Legionella Test Records will be managed by:

Mr. Andrew Breeze



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Safe Equipment, Plant and Fittings

The School will ensure that all equipment, plant and fittings are suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1988 and the Electricity at Work Regulations 1989.

Responsibility for identifying all equipment and plant needing maintenance is that of:

Mr. Andrew Breeze, Caretaker

Responsibility for ensuring that effective maintenance procedures are drawn up is that of:

Head of School & Executive Headteacher

Responsibility for ensuring that all identified maintenance is implemented is that of:

Head of School & Executive Headteacher

Any problems with equipment, plant and fittings should be reported to:

Mr. Andrew Breeze and Safety Advice from All Safety Matters Ltd

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of:

The relevant Subject Lead for teaching equipment, Head of School/Executive Headteacher for Premises equipment – Safety Advice from All Safety Matters Ltd.

Training and Competency

Induction training for all new employees is the responsibility of:

Head of School

Job specific training will be provided by:

On site by the relevant Head of Department or at specific venues depending upon need/specialism

Training records and Planner will be kept at/by:

The Administrator

Training will be identified, arranged and monitored by:

Head of School & Executive Headteacher

Accidents, First Aid and Work-Related Ill-Health

To be confirmed is the School/ Trusts's Occupational Health Advisor.

Health Surveillance if required will be arranged by:

The Executive Headteacher



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Health Surveillance records will be kept at/by:

The Administrator

First Aid Needs Assessment and supporting Medical needs:

A First Aid Needs Risk Assessment detailing risk and provision of equipment and suitable trained staff has been undertaken.

The First Aider(s) and/or Appointed person(s) are: See list

We have qualified First Aiders on site – Their names are kept updated by the Head of School and displayed throughout the School

All Accidents/Incidents and work-related ill-health are recorded in the Accident/Incident Record file, which is kept in the School Office

The Head of School / Executive Headteacher

Responsibility for reporting accidents, diseases and dangerous occurrences under the RIDDOR regulations to the enforcing authorities is that of: The Executive Headteacher

Meole Brace CE Primary School and Nursery will notify All Safety Matters Ltd, by scanning in a copy of the completed Accident Report and emailing to accident@allsafetymatters.co.uk within 72 hours of the occurrence with the Trust CEO copied in.

Site Safety – Monitoring and security

To check our working conditions, and ensure our safe working practices are being followed, we will:

Office and Administration areas – conduct regular audits + inspection, cross referencing with relevant Risk Assessments - these will be regularly reviewed and action taken where necessary

Classrooms & Teaching areas – conduct regular audits + inspection, cross referencing with relevant Risk Assessments - these will be regularly reviewed and action taken where necessary

Outdoor areas including sports fields, car parking areas, pathways, vehicle movement etc. – conduct regular inspections, cross referencing with relevant Risk Assessments - with the results recorded for actions taken for audit purposes

Workplace safety for Teaching staff, pupils and visitors – an Abusive and Violent Behaviour Risk Assessment and Policy is in place.

Management of Contractors – The School Business Manager/ Site Manager will ensure that every Contractor working upon the school site will have completed the pre-works questionnaire, and a copy retained for audit purposes. Each Contractor will be given the School Site Safety Information Sheet which details Fire Evacuation procedures, Assembly Points, First Aid provision etc.

Responsibility for investigating accidents is that of:

The Head of School & Executive Headteacher



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Responsibility for investigating work-related causes of sickness absence is that of:

The Head of School & Executive Headteacher

Responsibility for acting on investigation findings to prevent a reoccurrence is that of:

The Head of School & Executive Headteacher

Off-site Safety

Meole Brace CE Primary School and Nursery have an Off-site visits and Residential Trip Policy. All relevant trips, visits and adventure activities will be booked by the school or Trust and online risk assessments carried out through the Shropshire EVC online system. Local visits will be prior Risk Assessed and an Assessment produced.

Educational Visits Co-Ordinator (EVC) – Head of School. Trip Leader – Responsible for local visits. Risk Assessments retained for audit purposes.

Emergency Procedures – Fire and Evacuation

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of: The Executive Headteacher Mr. Henry Bray

External Contractors/ Annual FRA Check is carried out by: (if you don't have a contractor currently for this, the Trust can arrange with Fire & Risk Management Services Ltd)

Escape routes are checked by/ every:

Offices and Administration areas – Mr. James Hamilton, Mrs Laura Dawson and Mrs Jennifer Evans

Daily/Weekly Classroom and Teaching areas – Teaching Staff for that area -Daily/Weekly

Fire Extinguishers are maintained and checked by/every:

External Contractors/ Annually

Emergency evacuation and Fire Alarm will be tested every:

Early in each Term, by the Fire Risk Assessment/ Responsible Person

Responsibility for checking that the Emergency Lighting operates effectively:

Offices and Administration areas – Mr. James Hamilton, Mrs Laura Dawson and Mrs Jennifer Evans

Classrooms and Teaching areas – Mr. Andrew Breeze Monthly/ Complete discharge every 12 months to prevent battery memory. Refer to Fire Risk Assessment for final details

Emergency Health & Safety situations – procedures and contacts:

The Administrator will maintain contacts and procedures, in a secure format, easily removable from the school site. Annual assessment of fitness for purpose. Results recorded.

