



Upper Junior School for Girls

School Policy

Health & Safety Policy

NEXT REVIEW DATE: September 2019

1. HEALTH AND SAFETY POLICY STATEMENT

1.1 Greenfields 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.

This policy should be read along with the document Health and Safety, Department for Education advice on legal duties and powers for local authorities, head teachers, staff and governing bodies. Also read the document from the Health and Safety Executive (HSE) School trips and outdoor learning activities: Tackling the health and safety myths, (2011).

1.2 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.

1.3 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 Board of Directors 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 as a legal duty.

1.5 A copy of this statement has been provided to each member of staff.

1.6 The Policy statement, together with the organisation and arrangements and Procedures, has been approved by the school's Board of Directors.

2. ORGANISATION

2.1 The Head teacher has overall responsibility for the implementation of this Policy.

To facilitate this, the Head has appointed a Health and Safety Coordinator. Each line manager 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 Board of Directors 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 class or team leader, or by the Senior Management Team. Any new ventures should not be undertaken without the approval of the Senior Management Team who will consider any health and safety issues connected to the activity.

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 secures 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 Head teacher, Heads of Departments and line Managers to ensure that relevant risk assessments are maintained and kept up to date.

3.2.1 The following school specific arrangements are in place:

- **Accident / Incident Reporting:** Every injury should be reported in the school accident book, located in the School Office and reported to the Health and Safety Coordinator. The Health and Safety Coordinator Shakeel Ahmed. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. At least annually the Health and Safety Committee will review the accident report forms and accident book.
- **Consultation:** Employees with concerns should normally raise them with the Head teacher or Health and Safety Coordinator. However, the drs 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 Health and Safety Coordinator, who will seek advice from the 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 and CRB status. 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 Head teacher to ensure that the School's Board of Directors and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- **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 necessary supervision 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.
- **Emergencies:** The school has clear procedures for dealing with emergencies. School staff will receive training in induction, and updates at least annually, to ensure that they are familiar with the procedures.
- **Fire Safety:** The person responsible for carrying out the schools fire risk assessment is the School Business Manager. All school arrangements for fire prevention and dealing with an emergency is contained within the schools emergency fire plan.
- **Inspection and Monitoring:** The Headteacher / Health and Safety Co-ordinator will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review which will include the annual review of accident reports. Feedback from this process will be referred to the Board of Directors.
- **Lettings/shared use of premises:** The Board of Directors will ensure that the hirer/tenant has public liability insurance of £10,000,000 and share all relevant school health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where these activities compromise the safety or health or the building or occupants.
- **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 a school and therefore the schools arrangements are detailed in the Medical Arrangements policy.

- **Manual Handling:** Any activities that involve significant manual handling tasks should be risk assessed and where appropriate, training provided for staff. The schools arrangements are detailed in the Manual Handling policy.
- **Outdoor Visits:** The school will follow policy arrangements in regard to any visits off the school premises. Refer to document Health and Safety, Department for Education advice on legal duties and powers for local authorities, head teachers, staff and governing bodies. Also read the document from the Health and Safety Executive (HSE) School trips and outdoor learning activities: Tackling the health and safety myths, (2011).
- The school must seek written consent, where a higher risk management or those that take place outside school hours. Parents must be aware in advance of trip and must be given the opportunity to withdraw their child from any particular school trip or activity if they so wished.
- **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 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 activities.
- **Training and Information:** Training and development needs will be identified and evaluated as part of the risk assessment process and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by the Head teacher.

4. OUR CHILDREN

4.1 **Safeguarding:** Greenfields is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.

4.2 **Internet Safety:** With regards to internet safety, all computers have secure filters to prevent the downloading of inappropriate materials. In addition, pupils at Greenfields do not have unsupervised access to computers in either the classroom or IT room. All staff are required to sign an Information Systems code of conduct.

5. POLICY REVIEW

5.1 This Policy, its organisation and arrangements will be reviewed annually. The Board of Directors will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

Signed: Chairman of Board of Directors

Signed: Headteacher

Date: