



# Lote Tree Primary School

## HEALTH AND SAFETY POLICY

This policy must be used in conjunction with the following policies;

- First Aid Policy
- Fire Safety Policy
- Risk Assessment Policy

### General Guidelines

It is the policy of the management committee within reason to:

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees, volunteers and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. formulate effective procedures for use in case of fire and for evacuating the school premises;
6. lay down procedures to be followed in case of accident;
7. teach safety as part of pupils' duties where appropriate;
8. provide and maintain adequate welfare facilities and to make recommendations to the Governing Body as appropriate.

### Responsibility of the Headteacher

The Headteacher is responsible for implementing this policy within the school. In particular she will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;



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2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
  3. make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines (and information issued by the Authority);
  4. make arrangements for the implementation of the accident reporting procedure and draw this to the attention of all staff at the school as necessary;
  5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
  6. ensure that regular Risk Assessment are undertaken. (A nominated person will inspect all school premises and property once a term.);
  7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe.
  8. report to the management committee any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
- N.B. The management committee will deal with all aspects of maintenance which are under their control;
9. monitor, within the limits of their expertise, the activities of contractors hirers and other organisations present on site, as far as is reasonably practicable;
  10. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

## **The Health and Safety Officer**

The health and Safety Officers are: Faridah Farooq

The delegated person, shall:

1. assist the Headteacher in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters and other relevant bodies and advise on its application to the school;
3. co-ordinate arrangements for the design and implementation of safe working practices within the school;



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4. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Headteacher;
6. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

## **Responsibilities of Staff Towards Pupils and Others in their Care**

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally;
3. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
4. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
5. provide written job instructions, warning notices and signs as appropriate;
6. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
7. minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
8. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
9. provide the opportunity for discussion of health and safety arrangements;
10. investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;



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11. provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

## Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. co-operate with the Governing Body and others in meeting statutory requirements;
3. not interfere with or misuse anything provided in the interests of health, safety and welfare;
4. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;
5. ensure that tools and equipment are in good condition and report any defects to the Headteacher;
6. use protective clothing and safety equipment provided and ensure that these are kept in good condition;
7. ensure that offices, general accommodation and vehicles are kept tidy;
8. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

**WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.**

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure



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they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

## **Responsibilities of Pupils**

All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

N.B. The Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction and notices.

## Visitors

Regular visitors and other users of the premises (e.g. delivery men/women) are expected, as far as reasonably possible, to observe the safety rules of the school.