

Health & Safety Policy



Black Firs School

General statement of policy

1.1 Black Firs School 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 consider its parallel obligations for the Health and Safety of students, visitors and others who might be affected by its operations.

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 CmaT and the Borough Council to ensure that all statutory duties in this field are met.
- To emphasise the importance of keeping vulnerabilities under control by assessing operating hazards and to appropriately manage risks identified.

1.4 The Local Governing Board is committed to securing the health, safety and well-being of employees, students 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 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 senior colleague. Special care should be taken with the health and safety issues of any new venture until risks are fully assessed.

1.6 Visitors, contractors and users of the premises, other than students, require special consideration. Contractors and hirers must be able to satisfy the School on their competence to pursue their activities safely and make adequate arrangements for fire and other relevant emergency precautions.

Organisation & Arrangements for implementing the policy

2.1 Roles and responsibilities of All Members of Staff

The Headteacher has overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated David Lupton as the Health and Safety Co-ordinator dlupton@black-firs.co.uk; Martin Casserley remains Health and Safety Manager and Aileen Markin to be the named Health and Safety Governor. Senior First Aid coordinator is Kirsty Plant who receives accident reports, ensures training is up to date and makes PRIME & RIDDOR reports if required. 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 Local Governing Board requires Health and Safety to be considered in the proposals, which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

2.2 Risk Assessment

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 Headteacher,

SLT, Senior Teachers and line Managers to ensure that relevant risk assessments are maintained and kept up to date. Where no guidance exists on a specific topic, staff will follow the Borough Council risk assessment process.

2.3 Consultation

Employees with concerns should normally raise them with the Headteacher or Health and Safety Coordinator. However, the Governors welcome the support of trades 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 Headteacher or Health and Safety Coordinator, who will seek advice from the CmaT Health and Safety Adviser, on any concerns of employees, which cannot be resolved locally.

2.4 Contractors and School Partnerships

Contractors carrying out work for the School will be vetted for their Health and Safety performance. 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 Headteacher to ensure that the School's Local Governing Board and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

2.5 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.

Health and Safety Committee – reporting to the LGB

3.1 Inspection and Monitoring

Governors will undertake the necessary arrangements for annual external auditing, for our procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient. General Purposes committee will monitor these H&S reports and conduct a whole School annual Risk Assessment & Safety Review, including a walk-around the site & buildings, in the summer term. Feedback from this process will be referred back to the Full Governing Board.

3.2 Accident / Incident Reporting daily basis

Every injury should be reported in the School online accident record. Staff reporting should complete accident forms and emailed them to Senior First Aider, Kirsty Plant kplant@black-firs.co.uk. Senior First Aider will forward accident email reports to parents if required. One of the trained First Aiders in School must see any injury that needs medical attention; Senior First Aider will need notifying if parents need contacting. The person in charge of the area or activity must investigate injuries or accidents that involve time off work; Senior First Aider & Head will need notifying. Where the accident falls within the Borough Council Accident reporting criteria, Senior First Aider will complete the PRIME & RIDDOR reporting online Form with the relevant member of staff, and submit it to Borough Health and Safety Team if required.

Arrangements for Safety Education and training

4.1 Training and Information

Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by individual staff, Senior First Aider and Headteacher. The School Health and Safety Manual will be made available to employees with relevant notes held on the Intranet for the employees concerned to refer to them.

4.2 Responsibilities of Students

Children should be taught to recognise risk and assess any activity that could be perceived as presenting a danger to them, their classmates or members of the School community; we see this as a part of their life-long-learning. We should encourage children to manage risk rather than to avoid it. Children need to be taught the correct reporting procedures for concerns they may have. Risk should be discussed regularly with children in School.

Areas of risk that Staff will highlight. This is a long list but includes: -
Road Safety (*for which we have Road Safety Officers on School Council*)
eSafety & being safe online
Adventurous activity & sports
Stranger Danger
Drugs Education – *including tobacco & alcohol*
Water Safety
Fire Safety in School – *including Fire Brigade smoke-busters programme*

Policy Review

5.1 This Policy will be reviewed annually. The Local Governing Board will receive termly feedback via Non-teaching Staff Governor, Headteachers Report, minutes from General Purposes and a summary report covering key issues, based on the Annual Risk and Safety Review, annually in the summer.

This policy should be read in conjunction with the following procedures / guidance

- ✓ Risk Assessments – VDU, Classroom, BALPa, COSHH, CLEAPs
- ✓ Fire Safety
- ✓ Reporting Accidents
- ✓ First Aid
- ✓ Provision of equipment (*including Display Screen Equipment*)
- ✓ Housekeeping – display, cleaning, shared areas, outdoor provided environment
- ✓ Educational Visits - EVC
- ✓ Visitors to Black Firs
- ✓ Security o Critical Incidents
- ✓ Food Policy
- ✓ Contractor Control
- ✓ Asbestos Management
- ✓ Driving for work
- ✓ Working at Height Policy