

PENS MEADOW SCHOOL

HEALTH AND SAFETY POLICY

Date of Policy: March 2006

Policy review date: 8th March 2017

Next Review Date: Summer 2018

Member of staff responsible: Headteacher & Governing Body

SLT Lead on Health and Safety: Alison Austin

Health and Safety Governor: Paul Leyshon

1. STATEMENT OF INTENT

The Governing Body of Pens Meadow School will meet its responsibilities under the **Health and Safety at Work Act (1974)** and other health and safety legislation¹ to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will:

- ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.
- seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.
- provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

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- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous of Health (COSHH) 1999
- The Manual Handling Operations Regulations 1992
- The Control of Asbestos at Work Regulations 1987
- Personal Protective Equipment Regulations 1992
- The control of legionella bacteria in water systems (L8) 2001, Approved Code of Practice and Guidance

2. RESPONSIBILITIES OF THE GOVERNING BODY

The Governing Body is responsible for:

- Complying with Dudley MBC's Health and Safety policy and arrangements;
- Ensuring there is an effective and enforceable policy for the provision of health and safety throughout the school
- Regularly reviewing health and safety arrangements (at least annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the school's work activities including those off-site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation from the LEA is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the school's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the LEA any hazards which the school is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the school may not feel competent to deal with;
- Promoting high standards of health and safety within the school;
- Proactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports.

3. RESPONSIBILITIES OF THE HEADTEACHER

The Headteacher is responsible for:

- Ensuring that requirements of all relevant legislation, codes of practice and guidelines are fully complied with;
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the school's work activities including those off site which could constitute a significant risk to the

health and safety of employees or other persons;

- Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the Governors
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Attending the school's health and safety committee;
- Drawing up the school's annual health and safety action plan;
- Monitoring first aid and welfare provision;
- Ensuring any toxic, hazardous and highly flammable substances are correctly used, stored and labelled (in consultation with the site manager)
- Participating in the Dudley MBC health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

Note: in the absence of the Headteacher these responsibilities fall to the Deputy Headteacher.

4. STAFF WITH AREAS OF RESPONSIBILITY

Staff with Areas of Responsibility are responsible for:

- The day to day management of health and safety within their curriculum/specialist teaching area in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually);
- Carrying out regular health and safety monitoring inspections of their specialist teaching area and making reports to the Headteacher where appropriate;
- Ensuring any toxic, hazardous and highly flammable substances are correctly used, stored and labeled (in consultation with the Headteacher & site manager)

- Ensuring follow up and remedial action is taken following health and safety inspections
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from the Headteacher/Governing body.

5. RESPONSIBILITIES OF ALL STAFF

All staff employed at the school should familiarise themselves with the 'Health and Safety at Work Act' 1974 and should:

- take reasonable care for the health and safety of themselves and others when undertaking their work;
- check that classrooms/work areas are safe;
- check that equipment is safe before use;
- ensure safe working procedures are followed.

They should:

- report immediately to their Headteacher/Line Manager any serious or immediate danger;
- report to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use, and use it in an appropriate manner;
- co-operate with health and safety inspections where appropriate.
- Take an active interest in promoting health and safety and suggest ways of reducing risks.

6. HIRERS, CONTRACTORS AND OTHER BUILDING USERS

When the premises are used for purposes not under the direction of the Headteacher then the principle person in charge of the activities will have responsibility for safe practices as indicated in part 3 of this policy.

The Headteacher will seek to ensure the hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times. All contractors who work on school premises are required to ensure safe working practices by their own employees under the provision of the 'Health and Safety at Work Act' 1974. In instances where the contractor creates hazardous conditions and refuses to take necessary actions to rectify them, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury.

When the school premises are being used out of normal school hours for a school activity, the organiser of that activity will be treated as a hirer and will comply with the necessary health and safety requirements. When premises are hired to persons outside the employ of the governing body, it will be a condition for those hirers/contractors/other users to familiarise themselves with this policy and comply with all safety directions of the governing body. They will not, without prior consent of the governing body:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire or safety notices or equipment
- Take any action that may create hazards for persons using the premises or the staff or pupils of the school.

7. STAFF TRAINING

All staff will receive health and safety advice as part of their induction training in accordance with the 'staff induction' policy, which includes arrangements in case of fire. So far as is reasonably practical the Headteacher will make arrangements for all staff, including temporary and voluntary staff/students to receive information on:

- Health and safety policy
- Other health and safety matters relevant to them

8. RISK ASSESSMENTS

Risk assessments are carried out on an annual basis and reports presented to the governing body. Appropriate actions are taken as a result of these assessments to eliminate any risks identified.

Risk assessments for educational visits are completed online on the Dudley Grid for Learning and assessed by either the educational visits co-ordinator or the external assessor for Dudley.

Signed	
Name	
Date	

**Approved at meeting of Premises Health and Safety Committee on:
Wednesday 8th March 2017**