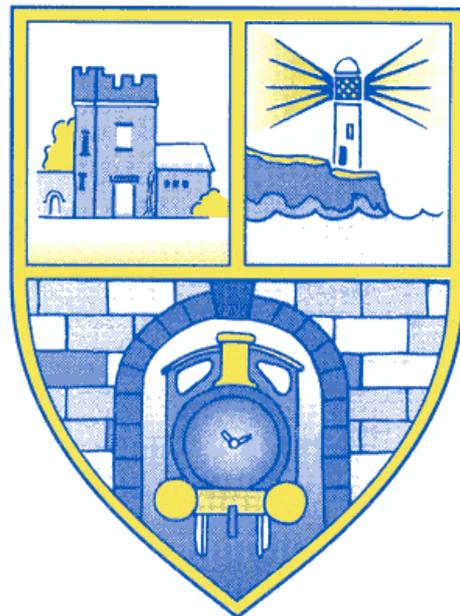


Whitehead Primary School and Nursery Unit

"Learning & Growing Together"



Health and Safety Policy

INTRODUCTION

Whitehead Primary School is committed to achieving and creating the highest standards of health and safety for all our pupils, members of staff and any visitors to the school. As the employer, NEELB has the overall responsibility for Health and Safety in controlled and maintained schools. This policy will be brought to the attention of all members of staff and will be reviewed on an annual basis.

ORGANISATION

The Board of Governors

The Governors are responsible for health and safety matters at a local level and are responsible for:

- Formulating a Health and Safety Policy detailing the responsibilities for ensuring health and safety in the school environment.
- Reviewing the school's Health and Safety Policy and performance annually.
- Regularly reviewing health and safety and implementing new arrangements where necessary,
- Providing appropriate resources within the school's budget for the implementation of the arrangements.
- Receiving reports from the Principal on health and safety matters and reporting to EA any hazards which they are unable to rectify from the school budget.

- Promoting a positive Health and Safety culture and high standards of health and safety within the school environment.

The Principal

The overall responsibility of the day to day management of health and safety in the school lies with Mr J. Loughins, School Principal. He will advise the Board of Governors of any matters of health and safety which may need to be addressed. He is responsible for:

- Communicating this policy to all members of staff.
- Ensuring there is an adequate system in place for undertaking risk assessment.
- Implementation of the Health and Safety Policy.
- Ensuring that all staff are provided with adequate information, instruction and training on health and safety issues.
- Ensuring that the school has emergency procedures in place.
- Reporting to EA any hazards which need to be rectified outside the school's budget.
- Ensuring there is no misuse of equipment.
- Ensuring that the premises and equipment are maintained in a serviceable condition.
- The provision of appropriate health and safety information to the Board of Governors.
- Ensuring consultation arrangements are in place for staff and their union representatives where appropriate.
- Ensuring that staff are competent to undertake the tasks required of them and that they have been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely.

- If the Principal delegates Health and Safety duties to an individual, he must ensure that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to carry them out.

The Building Supervisor

Mr A. Brown, Building Supervisor, will assist the Principal in all matters of Health and Safety of the school premises. He will also:

- Ensure that a high standard of cleaning and maintenance is maintained.
- Ensure that, where appropriate, all machines, equipment etc are fitted with safety devices in compliance with statutory requirements.
- Initiate prompt action to isolate and report unsafe machinery, equipment, etc, until adjustments by competent and authorised persons have made them safe for use.
- Carry out weekly inspections of escape routes and exits, fire extinguishers, fire blankets, emergency lighting systems and the fire alarm systems. (refer to Fire Safety Policy)

Appointed Person

The Appointed Person, Miss C. Love, shall assist Mr J. Loughins with:

- Implementing, monitoring and developing the Health and Safety Policy within the school.
- Implementing the fire drill every term during the school year.

Teaching Staff, Supervisors, Auxiliary and Ancillary Staff

All members of staff have general health and safety responsibilities under the Health and Safety at Work Act 1974. All teaching and non-teaching staff must be aware that they are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their actions. All staff in Whitehead P.S have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Refer to the H&S Checklist in their room and report any defects in the condition of the premises/equipment immediately to the Principal, Mr J. Loughins, Appointed Person Miss C. Love or Building Supervisor Mr A. Brown.
- Ensure that they only use equipment that they are competent to use or have been trained to use.

Pupils

Although pupils have no specific responsibilities in legislation, we expect appropriate behaviour from our pupils. This will vary, depending on their age. We expect our pupils to:

- Comply with the school rules relating to general behaviour.

- Take note of and comply with information provided for safety with regards to activities undertaken.
- In cases of emergency, remain quiet, listen and obey instructions given by staff.
- Use all equipment in the school safely.

Fire Evacuation Procedure.

Please refer to the Fire Safety Policy.

First Aid, Accident Reporting and Drugs Policies.

Please refer to the First Aid Policy, Accident Reporting Policy and Drugs Policy.

Vehicles on site.

Vehicle access to the school is restricted to school staff and visitors only and is not for general use by parents/guardians when bringing children to school or collecting them. The children's and parents' access shall be kept clear of vehicles.

Contractors.

All contractors will be issued with an identification badge, fire procedures and Health and Safety procedures including vehicle movement restrictions.

School Trips.

Please refer to the School Trips Policy.

Policy Review.

This policy is a working document and will be subject to regular review in practice.

Last reviewed: August 2018

Next review: August 2020