

HARDWICK PRIMARY SCHOOL  
General statement of policy  
Health and Safety and Welfare

The governors and headteacher acknowledge that:

1. Suffolk County Council has the prime responsibility for health and safety and that the governing body and headteacher have specific responsibilities to manage health, safety and welfare at the school level;
2. they have responsibilities
  - to support the published policies and aims of the County Council, and
  - to promote continuous improvement in the health and safety performance of the education service;
3. the headteacher, as Local Health and Safety Coordinator has principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council;
4. this duty extends to ensuring that:
  - working conditions and environment
  - substances used
  - equipment provided, and
  - working methods adopted

do not impair the well-being of any employee, pupil or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document must be made available to all staff in the school

#### ORGANISATION

The head teacher has responsibility for day-to-day management of health and safety issues and is known as the Local Health and Safety Coordinator. The Headteacher is supported by a member of the teaching staff. An assigned governor also supports the school in the implementation of this policy.

All staff should have regard to their own Health & Safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that hazards can be dealt with quickly.

See Appendix 1 - Staff responsibilities.

#### Health and Safety Policy Review

The School's Health and Safety Policy will be reviewed and updated annually. The updated Policy will be presented to the Governing Body and will be formally adopted and signed by the Chair. The review process will incorporate views from members of staff. Any targets included in the Policy will be reflected in the School Development Plan. An updated Policy will be made available for all staff.

#### Health and Safety Committee

The Premises Committee will meet at least termly in order to consider Health and Safety issues as well as welfare issues. The Minutes of the meetings will be recorded formally and they will be presented to the termly Governing Body meeting by the Chair of the Committee. The Headteacher will present a Health and Safety Report at the termly Governing Body meeting. The Premises Committee will review the incident records for each term as well as the staff Accident Book in order to assess any particular trends in recorded incidents or any particular hazards on the school site.

## Information about Health and Safety

The Headteacher will routinely check the Schools Portal for updated information about health and safety issues from the County Council. Any relevant information will be referred to staff. Curriculum co-ordinators (most particularly Art, DT, and PE) will be made aware of such information and will be responsible for updating policies and safety instructions accordingly.

The School's Health and Safety Policy will be available for all staff through the Staff Handbook. A copy will be given to the Site Manager and to the Senior MDSA for her attention and the attention of the team members.

The Office Manager will take responsibility to the updating of the "Education Health and Safety – Local Management of Schools" manual, which is kept in the School Office.

## Health and Safety Induction Training

All staff will receive appropriate health and safety induction training. This will include – the School's procedure for incident reporting, fire alarm and fire exit information, first aid procedures, smoking restrictions, safeguarding information, access to wellbeing advice, risk assessment information.

A log book in the School Office will record all incidents of induction training and further specific training such as fire awareness training, working at heights, first aid, asthma training.

## Site security – Visitors

Visitors to the school will be monitored. All visitors are directed to the main entrance by means of signs, clearly visible around the school. Individual visitors who wish to see a member of staff, or whose responsibilities or work to undertake, whether under constant supervision or not, will be required to enter relevant personal and business details in the Visitors' Book maintained in reception and to wear an appropriate badge for the whole duration of their stay in school. All such visitors will be expected to sign out on leaving the building.

Visitors attending any public or group function will be under supervision throughout, to prevent inadvertent access to any parts of the school, deemed by the Headteacher to be out of bounds for each such occasion. All such public and group visitors will be advised orally and before commencement of any proceedings, of the positions of the exit and emergency doors and of the signal that will be given, in the unlikely event of an emergency. This may be the sounding of a fire alarm or some other clear signal, demonstrated beforehand to the public or group visitor in question. The school will be responsible for the orderly evacuation of the building, should this be necessary.

## Planned safety checks

These will be carried out in accordance with Suffolk County Council guidelines and will include – testing of electrical equipment, fire alarm testing, PE and play equipment testing, the school's water system. A record of such checks will be kept in the Premises Log Book.

## Risk Assessments

Staff will be made aware of the risk assessment file which will be available in the staffroom. Risk assessments will be brought to the attention of staff on the PD day at the beginning of the autumn term and a register will be kept in order to record those attending the PD day staff meeting. Updates to risk assessments will be brought to the attention of staff through regular staff meetings and memos.

### Premises Maintenance, Repair and Improvement

All maintenance reports will be filed in the Premises Log Book along with the asbestos survey. The asbestos survey will be available for all contractors and will be kept in the School Office. The Headteacher and Office Manager will complete Form 13 verification for all projects undertaken in school.

### First Aid

All staff will be made aware of the School's first aid provisions. A record is kept in the School Office of first aid training. The Senior Midday Supervisor will monitor stock levels of first aid equipment (plasters, bandages).

### School Visits

The School has adopted the Visits Policy which has been provided by Suffolk County Council.

### Stress and Wellbeing

The School works in partnership with Suffolk County Council's Wellbeing Project in order to support staff. Workload management issues will be discussed and recorded during routine performance management interviews. Staff have access to the EAP programme.

### Child Protection/Safeguarding Procedures

A Safeguarding Policy is in place and is reviewed annually.

### Supporting Pupils with Medical Needs

County Council guidance is followed and a policy is in place. This is reviewed annually.

To be read in conjunction with:

Child Protection Policy, Lettings Policy, Supporting Pupils with Medical Needs, Educational Visits Policy

This policy document was adopted by the governing body – January 2008

## Appendix 1

Task	Name of person responsible	Job title of person responsible
H&S Policy review	Mr P Dewhurst	Headteacher
Health and safety committee and/or governor committees	Mr P Dewhurst	Headteacher
Communication and information management	Mr P Dewhurst	Headteacher
Critical Incident Management	Mr P Dewhurst	Headteacher
H&S Induction Training	Mr P Dewhurst	Headteacher
Programmed updating training	Mr P Dewhurst	Headteacher
Personal safety procedures (also Schoolsafe)	Mr P Dewhurst/Mrs H Corbell	Headteacher/ Schoolsafe Facilitator
Planned checks (procedures)	Mr P Dewhurst/Mrs H Corbell/ Mr L Mitchell	Headteacher/Teacher/Governor
Planned checks (equipment)	Mr J Moriarty	Site Manager
Planned checks (premises)	Mr J Moriarty	Site Manager
Incident reporting/investigation	Mr P Dewhurst/Mr L Mitchell	Headteacher/Governor
Coordination of risk assessment work	Mrs H Corbell/Mr L Mitchell	Teacher/Governor
Fire procedures including personal emergency evacuation plans	Mr P Dewhurst/Mrs H Corbell	Headteacher/Teacher
Locally organised premises maintenance, repair and improvement	Mr J Moriarty in partnership with Local authority property services Dept	Site Manager
First Aid (training and equipment)	Mr P Dewhurst/Mrs H Corbell	Headteacher/Teacher
Vehicle control and pedestrian safety	Mr J Moriarty	Site Manager
Educational visits coordinator (EVC)	Mrs H Corbell	Headteacher
Stress and Wellbeing	Mr P Dewhurst/Mrs H Corbell	Headteacher/Wellbeing Facilitator
Child Protection Co-ordinator	Mr P Dewhurst	Headteacher
Supporting pupils with medical needs	Mr P Dewhurst	Headteacher
Premises Security	Mr J Moriarty	Site Manager
Contractors on site	Mr J Moriarty	Site Manager
Outside lettings	Mr J Moriarty/Mr P Dewhurst	Site Manager/Headteacher