

## INTRODUCTION

### **What is a health and safety policy statement?**

Your health and safety policy statement sets out how you manage health and safety in your organisation. It is a unique document that shows **who** does **what**; and **when** and **how** they do it.

**This is an example of a policy statement that you can use, fill in and keep in your school. However, you do not have to use this document or format. You are free to record and store the information in any form you choose. This format gives you an idea of the kind of information you need to record.**

### **Why do I need a health and safety policy statement?**

The health and safety policy statement is your starting point in managing health and safety in the workplace. By law, (Health and Safety at Work Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains your statement of general policy on health and safety at work and the organisation and arrangements for putting that policy into practice.

Writing a health and safety policy is more than just a legal requirement – it is your commitment to planning and managing health and safety. It is the key to achieving acceptable standards, reducing accidents and cases of work-related ill health and it shows your employees that you care for their health and safety.

### **Who should do what?**

The responsibility for health and safety rests with the Local Education Authority, the Head Teacher and the Governing Body.

However, many day-to-day tasks may be delegated. Your statement should show clearly how these tasks are allocated, but remember that there is still ultimate responsibility on the Governors and Head Teacher.

Governors and Head Teachers should consult your employees (through safety representatives, if you have any) about the policy statement. Everyone should be able to see from the policy statement exactly who is responsible for different things, such as advice, reporting an accident, and first aid.

### **When and how should they do it?**

Your policy statement should describe your arrangements, i.e. the systems and procedures you have in place for ensuring employees' health and safety.

You may wish to refer to other documents e.g. schools' rules, safety checklists, LEA Circulars such as 146 (Educational Visits), Electronic Health and Safety information (Circular 88) available from the RMBC Intranet and RGFL portal page, training programmes, emergency instructions, etc. All employees may not need to see the other documents, but they must see the policy statement itself.

## **How often do I need to revise the policy statement?**

It should be reviewed and possibly revised in the light of experience, or because of operational or organisational changes. It is useful to review the policy regularly (e.g. annually).

## **Do I have to do anything else?**

Yes, you have other legal duties under other legislation. In particular, under the Management of Health and Safety at Work Regulations 1999, you have to assess the risks arising from your work activities and record the significant findings. You also have to record your arrangements for health and safety. You may wish to refer to the School Model Risk Assessment file for information that will assist this process.

**Remember: What you write into the policy has to be put into practice. The true test of a health and safety policy is the actual conditions in the workplace, not how well the statement is written.**

## **How to use this guidance**

This guidance is split into three parts. It contains a statement of general policy based on your legal duties under the Health and Safety at Work Act 1974. Then you can record your organisational responsibilities and your arrangements to ensure the health and safety of your employees. Notes are included alongside each section to help you. Some useful publications are listed in the notes and at the end of this guidance.

## HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

### This is the Health and Safety Policy Statement of

#### **Park View Children's Centre and Redscope Primary School**

#### **Our statement of general policy is:**

- to make adequate arrangements for the health, safety and welfare of the staff and pupils;
- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction, and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

**Signed:** .....

**Head Teacher**

**Signed:** .....  
**Premises Committee**

**Chair of Governors for**

**Date: November 2012**

**Review date: November 2013 or as experience and incidents necessitate.**

## **RESPONSIBILITIES**

**Overall and final responsibility for health and safety is that of**

**Headteacher:**

**Paula Dobbin**

**Governor with responsibility for Health and Safety:**

**Michael Firth**

Insert the name of the Head Teacher and/or the Chair of Governors, or the Governor with responsibility for health and safety.

**Day to day responsibility for ensuring this policy is put into practice is delegated to**

**Site Manager: Michael Johnson**

**School:**

**Alison Bradbury - Deputy Headteacher**

**Denise Roberts – Business Manager**

**Children's Centre:**

**Sarah Port - Early Years Practitioner**

If the Head Teacher is not always there, or does not have time to manage on a day to day basis, you can delegate this role to someone else, e.g. Deputy Head Teacher, Head of Year, Premises Officer etc. Ensure that the person with overall responsibility is kept informed of health and safety matters – it will still be their overall responsibility

**To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas**

<u>Name</u>	<u>Responsibility</u>
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<b>Gillian Bradwell</b>	<b>Foundation Stage</b>
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<u>Name</u>	<u>Responsibility</u>
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<b>Mary Sinclair</b>	<b>Key Stage 1</b>
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<u>Name</u>	<u>Responsibility</u>
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Delegate functions to people within your School either by specific areas within the workplace or by topic. Include their specific responsibilities in their job descriptions.

Ensure that they are competent to undertake their health and safety responsibilities and have adequate resources to enable

<b>Wendy Smith</b>	<b>Key Stage 2</b>
<u><b>Name</b></u>	<u><b>Responsibility</b></u>
<b>Michael Johnson</b>	<b>Site Manager</b>
<u><b>Name</b></u>	<u><b>Responsibility</b></u>
<b>Sarah Port</b>	<b>Children's Centre</b>

them to do their job properly.

It is important that responsibilities are clearly set out – this will make sure that if there are any health and safety concerns they can be reported to the right person, so they can be dealt with.

You may wish to insert a diagram or chart showing your management structure/arrangements.

**All employees have to:**

- **co-operate with supervisors and managers on health and safety matters;**
- **not interfere with anything provided to safeguard their health and safety;**
- **take reasonable care of their own health and safety; and**
- **report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with management to help comply with the law.

Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

## ARRANGEMENTS

### HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be **Note** undertaken by

Paula Dobbin - Headteacher

You must assess risks to the health and safety of anyone who may be affected by your work activities, so that you can weigh up whether you have done enough or need to do more to comply with the law.

The findings of the risk assessments will be reported to

Michael Firth - Chair of Governors of Premises Committee

You will find some examples of key areas that you should consider, at the end of this guidance. The school model risk assessment file has also been designed to provide a useful starting point.

Action required to remove/control risks will be approved by

As above

You will need to involve a number of different people including your safety representatives and employees, to do the risk assessments.

Class teachers and classroom support staff, SMSAs

You will need to record the significant findings of your risk assessments in a separate document. Your policy statement only records your arrangements for ensuring the assessments are done, and are kept up to date.

Premises Committee

will be responsible for ensuring the action required is implemented.

Once you have done your risk assessments, you must take the necessary action to remove or reduce the risk as far as is reasonably practicable. Risk Assessments should be reviewed at least annually.

Paula Dobbin  
Denise Roberts - School  
Sarah Port – Children's Centre

You can find more guidance in HSE's free leaflets Five steps to risk assessment INDG163 (rev1) 1998 and A guide to risk assessment requirements: Common provisions in health and safety law INDG218 1996.

will check that the implemented actions have removed/reduced the risks

Assessments will be reviewed

annually or as experience or incident necessitates.

or when the work activity changes, whichever is soonest.

## ARRANGEMENTS

### CONSULTATION WITH EMPLOYEES

Employee Representative(s) are

Note

Mary Sinclair - NUT

You must consult your employees.

If you recognise a trade union and that trade union has appointed a safety representative, you must consult them on matters affecting the employees they represent.

If you do not have trade unions, you must consult employees, either directly or through an elected representative.

Consultation with employees is provided by

You may decide to establish a school committee or another meeting as a forum for consultation.

Paula Dobbin - Headteacher  
Michael Firth – Governor

If you have a health and safety committee, you could list what it does, who is on it and how often it meets.

Alison Bradbury - Teachers  
Wendy Smith – Support Staff

Denise Roberts – Business Manager  
Sarah Port - Children's Centre

Celia Whitehouse - Parent

Committee meets each term.

## ARRANGEMENTS

### SAFE PLANT AND EQUIPMENT

**Site Manager – Michael Johnson**

**Note**

**will be responsible for identifying all equipment/plant needing maintenance.**

You will need to ensure that all plant and equipment (e.g. ladders, electrical equipment, machinery guarding) that requires maintenance (e.g. checks, servicing, thorough examinations) is identified and that the maintenance is done.

**Paula Dobbin - Headteacher**

**will be responsible for ensuring effective maintenance procedures are drawn up.**

It is a worthwhile exercise to use a logbook to record the maintenance checks.

**Michael Firth – Chair of Governors of Premises Committee**

**will be responsible for ensuring that all identified maintenance is implemented.**

**Any problems found with plant/equipment should be reported to**

**Site Manager – Michael Johnson**

When buying new or second hand plant and equipment, you must check it meets health and safety standards before buying it.

**Denise Roberts – Business Manager  
Site Manager – Michael Johnson**

**will check that new plant and equipment meets health and safety standards before it is purchased**

You can find more guidance in HSE's publication Buying new machinery INDG271 1998



## ARRANGEMENTS

### SAFE HANDLING AND USE OF SUBSTANCES

**Michael Johnson – Site Manager**

#### Note

**will be responsible for identifying all substances which need a COSHH assessment.**

You must assess the risks from all substances hazardous to health. These are known as Control of Substances Hazardous to Health (COSHH) assessments.

**Denise Roberts – Business Manager  
Phil Duffy – Building Manager**

**will be responsible for undertaking COSHH assessments.**

You should do assessments on all substances you use (e.g. adhesives, paints, cleaning agents, solvents) and substances generated from work activities (e.g. dust, fume, vapour)

**Michael Firth – Chair of Governors of Premises Committee**

**will be responsible for ensuring that all actions identified in the assessments are implemented.**

Your assessment should identify any health risks. If there is a risk you should take steps to remove or control the risk.

**Michael Johnson – Site Manager**

**will be responsible for ensuring that all relevant employees are informed about COSHH assessments.**

You can find more guidance in HSE's COSHH: A brief guide to the regulations INDG 136 (rev1) 1999 (free); COSHH essentials: Easy steps to control chemicals HSG193 1999 ISBN 0 7176 2421 8 and the General COSHH Approved Code of Practice, Carcinogens ACOP and Biological Agents ACOP L5 1999 ISBN 0 7176 1670 3.

**Michael Johnson – Site Manager**

**will check that new substances can be used safely before they are purchased.**

**Assessments will be reviewed**

**annually**

**or when the work activity changes, whichever is soonest.**

## ARRANGEMENTS

### INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is Note displayed

School: Staff room  
Children's Centre: Reception Office

The Health and Safety Information for Employees Regulations 1989 require employers to display a poster (or to provide leaflets) telling employees what they need to know about health and safety.

Health and safety advice is available from

You are required to have access to competent advice, either in house or, if not available, external.

Dean Fenton

Supervision of young workers/trainees will be arranged/undertaken/monitored by

If you have young workers and/or take on trainees or students on work experience, you will need to ensure that they are properly instructed and supervised.

Paula Dobbin- Headteacher  
Denise Roberts – Business Manager  
Donna Higginbottom – Children's Centre

You must also do specific risk assessments for young people – you need to take account of their inexperience, lack of awareness of risks and immaturity.

If your employees go to work for another employer on your behalf you will need to check that they are given relevant health and safety information for that location by that employer/company.

## ARRANGEMENTS

### COMPETENCY FOR TASKS AND TRAINING

Induction training will be provided Note  
for all employees by

**Paula Dobbin – Headteacher or delegated representative ie. Day Care Centre Manager, Class Teacher within Year Group.**

All employees must be given health and safety induction training when they start work. This can be combined with other useful information (e.g. pay, leave and hours of work). It needs to cover basic health and safety such as first aid and fire safety.

Job specific training will be provided by

Employees will need job-specific training, which includes the health and safety aspects of the job.

**RMBC**

Specific jobs requiring special training are

You also have to provide health and safety training for people when risks change, or periodically, e.g. if skills do not get used regularly.

**First Aid**

Some jobs will require additional special training (e.g. manual handling, driving etc.)

**Manual Handling**

**Team Teach – Positive Handling**

**Food Hygiene**

**COSSH materials/Site Management**

Training records are kept by

You may wish to refer to your school development plan. It is important to keep records of training (even training you have provided in-house) to show that employees have received training.

**Denise Roberts - Business Manager  
Paula Dobbin - Headteacher  
Chris Atkinson – Lead Teacher**

Training will be identified, arranged and monitored by

You should monitor the training records, so that refresher training is given when necessary.

**Paula Dobbin - Headteacher**

## ARRANGEMENTS

### ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

Health surveillance is required for **Note**  
employees doing the following jobs

N/A

Employees must receive health surveillance for certain work (e.g. work with lead, chrome, asbestos, noise, isocyanates and some chemicals).

Health surveillance will be arranged by

N/A

This will identify any health problems early on so that action can be taken before an employee's condition worsens.

Your COSHH assessments should identify all areas and the type of health surveillance needed.

Health surveillance records will be kept by/at

N/A

Your records should contain details of the employees, the health surveillance procedures, dates and conclusions. The health care professional doing the surveillance will hold the actual medical records as these are confidential.

The first aid box(es) are kept at

**First Aid Areas on FS/KS1 and KS2 corridors and in staff room in School. Daycare and Community Kitchen in Children's Centre.**

Providing immediate first aid can prevent minor injuries becoming major ones.

As a minimum you must have a first aid box and an appointed person to take charge of first aid requirements. You can find more information in HSE's free leaflets First aid at work – your questions answered INDG214 1997 **and** Basic advice on first aid at work INDG215 (rev) 1997.

The first aiders are

**Paediatric first Aiders:** Wendy Leak / Donna Higginbottom (Children's Centre)  
Alison Felvus, Michelle Boston, Gillian Bradwell, Lisa Cutler  
**First Aiders**  
**Classroom support, Practitioners and Site Manager are trained in basic First Aid.**

Recording accidents (even minor ones) means you can see whether you have a problem in a particular area

**All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at**

**Julie Bradley in the main School Office Reception at Children's Centre**

You must report accidents to the Health & Safety Section of RMBC. Follow the procedures outlined in your accident book. Near misses must be reported in the near miss book and any action taken recorded.

The following person is responsible for reporting accidents, diseases and dangerous occurrences to the RMBC Health and Safety section.

Julie Bradley - Office Admin/Senior First Aider  
Paula Dobbin - Headteacher

## ARRANGEMENTS

## MONITORING

### Note

To check our working conditions, and ensure our safe working practices are being followed, we will

You must be able to show that you are checking working conditions and systems of work, i.e. that you are monitoring health and safety.

Site Manager follow Health and Safety checklist on a daily, weekly, monthly check as outlined in list and reports to headteacher.

You can do this both actively and reactively, i.e. before and after something goes wrong.

Pupil Health and Safety Officers have been appointed.

**Actively** - you or other appointed person can carry out inspections, have reports submitted to you by managers, do spot check visits, safety representative inspections, Caretakers report to Head Teacher documentation, near miss book monitoring etc.

Spot checks and formal safety representative inspections

Trade union safety reps have the right to carry out inspections and investigate accidents.

Near miss monitoring

Accidents are investigated thoroughly and discussions and visits with Health and Safety Dept take place as necessary

**Reactively** – you can investigate any accidents or sickness absences that occur.

Paula Dobbin - Headteacher

Investigating accidents is a useful way of reviewing your safety systems – ask yourself why the accident really happened and what you can do to stop it happening again.

is responsible for investigating accidents.

Paula Dobbin - Headteacher

Similarly, if you have a number of employees absent because of similar ailments, this might mean there is a problem with their jobs causing ill

**is responsible for investigating work-related causes of sickness absences** health.

**Paula Dobbin - Headteacher**

When you find out what went wrong – put it right.

**is responsible for acting on investigation findings to prevent a recurrence**

## ARRANGEMENTS

### EMERGENCY PROCEDURES – FIRE AND EVACUATION

**Paula Dobbin – Headteacher  
Michael Johnson – Site Manager  
Phil Duffy – Building Manager**

#### Note

**is responsible for ensuring the fire risk assessment is undertaken and implemented.**

You must carry out fire risk assessments, in the same way as you do for health and safety risk assessments. The School's Building Manager will assist in this process.

**Escape routes are checked**

**See Fire Log Book**

**Fire extinguishers are maintained and checked**

For escape routes, extinguishers and alarms, you should state who checks, how often and also where they are based. The fire log book must also be completed.

**See Fire Log Book**

**Alarms are tested by**

**Michael Johnson every week**

**Emergency evacuation will be tested every**

You need a routine in case of fire or emergency evacuation. You should test your alarms and emergency evacuation procedures termly.

**Term**

**The Security Co-ordinator is**

**Paula Dobbin – Headteacher with delegated tasks to site manager**

**The Deputy Security Co-ordinator is**

**School: Alison Bradbury – Deputy Headteacher  
Children’s Centre – Donna Higginbottom**

RMBC / CYPS run a number of courses around fire safety and emergency planning for further details contact Dean Fenton on 01709 254821.



## SOME KEY AREAS OF RISK

- Asbestos
- Chemicals
- Confined Spaces
- Display Screen Equipment (VDUs)
- Electricity
- Excavation
- Falling objects/collapsing structures
- Fire and Explosion
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fume, etc.)
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment

These are just some examples of key areas; this is not an exhaustive list. Look around your school to identify other risk areas. If any risks apply to your work activities, you will need to do risk assessments to check that you have removed or reduced the risk.

## FURTHER GUIDANCE

The following guidance booklets are available from the contact below:

- Five Steps to Risk Assessment
- A guide to Risk Assessment requirements
- Buying new machinery
- COSHH
- First Aid at Work
- Consulting employees on health and safety

## FURTHER INFORMATION

Further advice on completing this health and safety policy document is available from:

Dean Fenton  
Risk and Regulation Manager  
Rotherham Metropolitan Borough Council  
Children and Young People's Services  
Riverside House  
Main Street  
Rotherham S60 1AE  
**Telephone:** 01709 254821  
**Email:** [dean.fenton@rotherham.gov.uk](mailto:dean.fenton@rotherham.gov.uk)