



# Pendock CE Primary School

Be the best that you can be

## PENDOCK C E PRIMARY SCHOOL HEALTH & SAFETY POLICY

We aim to enable and encourage all those connected with Pendock school to be the best that we can be. By living out our Pride in Pendock values, we strive to inspire children, parents, staff and our wider community to fulfil their potential and enjoy life in all its fullness.

The Governors of Pendock CE Primary School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

Agreed/Ratified by:	Signature	Date
Chair of Governors		
Health and Safety Governor		
Head teacher		
Finance/Admin Officer		

Next review date: September 2021

## **Staff Responsibilities**

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them.

*The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.*

## **The Role of the Local Authority**

*The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.*

*The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.*

## **General**

The Governing Body together with the Head teacher is responsible for health and safety within the School. This responsibility will be exercised by a nominated Governor and the Head teacher working together to ensure that the School's Health and Safety policy is implemented. The Finance/Administrator Officer will also take a lead role in supporting the Head teacher to ensure the policy is implemented on a day-to-day basis. The nominated Governor and the Head teacher will bring recommendations to the Full Governing Body for implementation.

## **Procedures**

The nominated Governor will be appointed annually by the Governing Body and this policy shall be reviewed annually by the Governing Body. The school's procedures are set out in full in the annexed Arrangements document, which will be reviewed on an annual basis.

## **The Governing Body is responsible for:**

- Ensuring that the school's Health & Safety Policy is implemented monitored and regularly reviewed and revised in the light of changing legislation. The review is to take place at least annually.
- Ensuring that sufficient funds are reserved for meeting their responsibilities for health and safety, in particular for the maintenance of those areas for which they have financial responsibility under the arrangements for the local management of schools.
- Assessing the need for non-structural maintenance in the school with particular regard for health and safety.
- Advising WCC LA of structural defects that could adversely affect the health and safety of pupils, staff and visitors to the school.

- Ensuring the safe condition, storage and maintenance of equipment and plant at the school and that such equipment may be used safely in the normal running of the school.
- Ensuring that the means of access and exit to the premises and any plant are safe and present no risk to health.
- Ensuring that appropriate safety notices are displayed at appropriate locations within the school and that instructions are adhered to.
- Monitoring the adoption of safe working practice by staff, pupils and visitors to the school and ensuring that necessary protective clothing, equipment and instructions are given, except within their own area of competence, by contractors working in the school.
- Ensuring the regular reviews (twice yearly) of the school building and its environs are carried out by the nominated Governor, named teacher and the Head teacher.

**The Head teacher is responsible for:**

- The day-to-day implementation of the Health & Safety policy with the support of the named staff within the school.
- With the nominated Governor advising the Governing Body of matters relating to Health & Safety.
- Ensuring Risk Assessments are carried out in accordance with the management of Health & Safety at work regulations 1992, in all areas where significant risk is likely to be encountered.
- Ensuring that all members of staff and volunteers receive regular Health & Safety training and/or information appropriate to their roles within school.
- Ensuring that all contractors have access to the Site Asbestos Information file prior to commencing any work on the building.

This policy is subject to annual review. Any amendments will require approval by the Governing Body.