



Shinfield St Mary's C of E Junior School

Health and Safety policy

Our Vision

Jesus said 'As I have loved you, so you must love one another.' John 13, 34

This commandment guides us all to love and value all members of the school community. Children and adults from all backgrounds will thrive in the belief that diversity is to be celebrated and respected. As well as loving those who are present in our lives they will interact in the world in ways that reflect their responsibilities as global citizens and custodians of our planet. Our children will make an impact in the wider world which will benefit future generations

Love is Patient
Love is Kind
Love is Honest
It trusts, hopes, preserves and protects.

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In line with our Vision Statement, it is a primary aim of our school to create and maintain a safe learning environment for all the children in our care, to identify where there are child welfare concerns and to take action to address these, in conjunction with other agencies. In accordance with the Smoke Free Law (2007), our school site is a no smoking area. The school will also contribute through the curriculum by developing children's understanding and awareness.

1. Policy statement

The Head Teacher and the Governing Body recognize their responsibility for giving effect to the safety policy of Wokingham Borough Council (WBC) in relation to all school staff, and any other persons such as pupils and members of the public liable to be affected by the operations and activities of the school.

In association with the Governing Body, the Head will manage the health and safety functions of the school to prevent, so far as is reasonably practicable, injuries to any person as a result of the operations of the school. This will be achieved by provision of safe premises and equipment, together with effective management of the activities over which the Head exercises control. Applying the principles of risk management the Head will ensure that any necessary risk control measures are introduced and maintained.

So far as it is reasonable, the Head will ensure that staff designated with health and safety responsibilities, are competent to achieve the aims prescribed by the authority.

It is equally the duty of all school staff to co-operate with the Head and Governing Body to ensure the safety of themselves, co-employees, pupils, and other persons, liable to be affected by their activities at work, and to adhere to the operational procedures prescribed for the school.

2. Organisation

2.1 The Head Teacher

The general responsibilities of the Head Teacher are listed in Section 3 of the WBC safety manual. The Head will ensure full compliance with all duties and responsibilities in the safety manual. This will include application of all relevant procedures as listed within the guidance sections of the manual.

The Head shall have responsibilities for ensuring effective management, 'so far as is reasonably practicable', of all health and safety matters affecting the operations and activities of the school. These include those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Head will work with the Governing Body and keep them fully informed of the authorities' policies affecting the health, safety and welfare of staff, pupils and other persons of their responsibility.

The following points summarise the main responsibilities and duties of the Head:

1. ensuring at all times the health safety and welfare of staff pupils and others using the school premise or facilities or services or attending or taking part in school sponsored activities

2. ensuring safe working practices and procedures throughout the school;
3. day-to-day responsibility for all health and safety matters in the operations of the school;
4. ensuring effective co-ordination of safety management by either assuming the role of safety co-ordinator or nominating another appropriate person to take on this role;
5. ensuring that the school produces an action plan which is kept up to date by regular review;
6. ensuring effective communications on health and safety matters exist between the school and WBC's Safety Officer;
7. providing the Governing Body with an annual report on all matters affecting health and safety in the school.
8. in accordance with the WBC policy on risk assessment, ensuring that the school carries out adequate assessments and controls the risks to health and safety of all persons from hazards within the school and any other of its activities, wherever they are undertaken.
9. ensuring that the school provides equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained.
10. periodically evaluating the need for health and safety training of staff and arranging its delivery.
11. bringing to the attention of the Governing Body and the authority any matters of health and safety that cannot be resolved, or are of imminent danger to any person.
12. ensuring the school's health and safety policy is kept under review and any amendments brought to the notice of all staff.

The Head will be advised and guided in these responsibilities by specialists appointed by the authority. Particulars of these specialists will be made known to the Head and Governing Body through health and safety publications and information circulated by the Head of Public Protection, WBC.

2.2 Safety co-ordinator (In our setting, the Safety Coordinator is the Headteacher, delegating some of these duties to the Site Controller).

The safety co-ordinator will be responsible for ensuring that action is taken to formulate and monitor action at the school to comply with the requirements set out in this policy and in the safety manual.

The person will generally support the Head in the setting of objectives for the school and staff. They will also monitor progress taken to meet those objectives and provide assistance and guidance to staff involved.

The safety co-ordinator will be seen as the first point of contact for support with issues that cannot be resolved by staff.

The safety co-coordinator will be responsible for: -

1. co-coordinating health and safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the establishment's health and standards are being met, reporting on standards, and recommending provision of such additional facilities and procedures, including financial provision;
2. ensuring that all accidents and 'near misses' are fully investigated and that action is taken to eliminate the cause, as so far as is reasonably practicable;
3. ensuring good liaison between the school and contractors, or their representatives undertaking any works on the school site, to ensure the safety of all persons exposed.

2.3 Governing Body - H&S Governor

The Governing Body is responsible for the school's arrangements for health and safety management. This will be achieved by ensuring:

1. consideration of the school safety action plan presented annually by the Head Teacher, to the full Governing Body;
2. that adequate resources are available for compliance with health and safety legislation and to meet the standards set by WBC;
3. good consultation with employee representatives;
4. that a full safety inspection of the site is carried out each year with the full involvement of at least one member of the governing body;
5. periodical review of accident statistics by the Governing Body;
6. regular fire alarm checks and evacuation drills are carried out by the school;
7. that any contractors appointed directly by the school are competent, have good safety arrangements in place and are aware of any inherent risks present in the building or because of any specific activities likely to take place.

2.4 Site Controller

The Site Controller is responsible to the Head Teacher for:

1. ensuring that fire equipment and systems are adequately maintained and tested in accordance with the standards specified in the Health and Safety Handbook for Schools and that records are kept;

2. acting as the school representative in any dealings with contractors who are to work at the school;
3. assisting the school to assess the competence of any contractors who it is intended to use for undertaking work at the school, and monitoring the standards of health and safety whilst the work is undertaken;
4. ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the Head Teacher;
5. ensuring that statutory inspections of school plant, equipment (including playground equipment) and systems are undertaken using competent staff or contractors in accordance with Borough policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept;
6. ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management and that records are kept;
7. ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are undertaken and records kept;
8. arranging any necessary corrective action identified by health and safety inspections detailed above;
9. maintaining a register of dangerous and hazardous substances used or stored at the school and ensuring that this register contains copies of up to date material safety data sheets;
10. ensuring that COSHH assessments are available for materials used or generated in the maintenance and cleaning of the school and for the control of legionella in school water systems;
11. ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
12. ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the Head Teacher;
13. ensuring that he / she only undertakes work which is within his / her training or competence and, in particular that he / she does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he/she is both trained and authorised to do so.

2.5 School Finance Officer

The school secretary/ administrator is responsible for:

1. ensuring that a list of first aiders is maintained, together with the dates for refresher training;
2. arranging necessary refresher training for first aiders;
3. maintaining records of health and safety training undertaken for school staff;
4. maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and general risk assessments;
5. reporting to the Head Teacher the need to train further first aiders in order to meet the minimum required for the school;
6. ensuring that notices displaying the name and location of first aiders are kept up to date;
7. ensuring that the school accident book is maintained and arranging for statutory accident reports to be completed in accordance with the procedure in the Health and Safety Handbook for Schools;
8. ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation and the time taken to evacuate the premises;
9. ensuring that there is a nominated person and deputy for calling the fire brigade in the event of fire and that a clear notice of the procedure for calling the fire brigade is displayed;
10. ensuring that assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept;
11. ensuring that eye and eye sight tests are offered to school staff who are regular users of display screen equipment, in accordance with the Council's Policy;
12. ensuring that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;
13. ensuring that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

2.6 All employees

Each employee is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.

In addition all employees;

1. must use safety equipment or clothing in a proper manner and for the purpose intended;
2. must not intentionally or recklessly misuse anything supplied in the interests of health and safety;
3. must work in accordance with any health and safety instruction or training that has been given;
4. must co-operate fully with the employer;
5. must not take part in any task for which they have not been authorised and for which they are not adequately trained;
6. must bring to the attention of a responsible person any perceived shortcoming in our safety arrangements; and have a duty to familiarise themselves with this policy.

2.7 School Pupils

All pupils at the school are required, having regard to their age and maturity, to act in accordance with any school health and safety instructions, rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.