

HEALTH AND SAFETY POLICY AND ARRANGEMENTS

Roman Road Primary School

GENERAL

The Governing Body of Roman Road Primary School recognises its responsibilities under the Health and Safety at Work etc. Act 1974 (HASAWA) to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities.

The Governors will actively work with the Headteacher and staff to identify hazards and where these cannot be removed ensure that they are adequately controlled.

RESPONSIBILITIES

The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rests with the Governing Body. The Governors will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate. In particular to:-

- a) Make arrangements to ensure that the school complies with all relevant legislation particularly the HASAWA and Management of Health & Safety at Work Regulations 1992
- b) Have in place procedures to identify hazards and evaluate risk control measures
- c) Create a management structure and periodically monitor its effectiveness
- d) Ensure a governor attends any health and safety briefings held by the LEA
- e) Have health and safety on the agenda at Governing Body meetings
- f) Ensure the Headteacher, as the Key Manager for health and safety, carries out the appropriate responsibilities

The Governing Body will provide, in co-operation with the LA where responsibilities for premises and plant are shared:-

- a) A safe environment for pupils, staff, visitors and other users of the premises
- b) Plant, equipment and systems that are safe
- c) Safe arrangements for transportation, storage and use of articles and substances
- d) Safe and healthy conditions that take account of:
 - Statutory requirements
 - Approved Codes of Practice
 - DCSF or LEA guidance
- e) Adequate information, instruction, training and supervision
- f) Provision of all necessary safety and protective equipment

Headteacher

The Headteacher, as Key Manager, is responsible for the day to day running of the school and putting the health and safety policy into effect.

The Headteacher will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone else using the premises. The Head, will in particular:-

- a) Be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises.
- b) Ensure that termly health and safety inspections are carried out by the Headteacher, Safety Representative/Headteacher and the responsible Governor.
- c) Arrange for risk assessments to be carried out by a competent person.
- d) Put into effect any remedial measures or refer as necessary to the Governors or LA.
- e) Consult with members of staff on health and safety matters particularly any accredited staff safety representative.
- f) Attend health and safety briefings and training arranged by the LEA.
- g) Report regularly on health and safety matters to the Governing Body
- h) Ensure contractors on site follow safe working practices

OTHER DUTY HOLDERS

Health & Safety Representative (Mr Ellis)

The Health and Safety Representative will familiarise him/herself with all safety legislation, codes of practice and guidance relevant to their area of responsibility.

As part of their day to day responsibility, they will ensure that:-

- a) Safe working methods are in place;
- b) Supervision is adequate and training needs met;
- c) Termly safety inspections are carried out;
- d) Safety requirements for plant machinery and equipment are in place and are adequate;
- e) Appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly;
- f) Any hazardous substances are correctly used and safely stored;
- g) Standards of health and safety are monitored and appropriate remedial action is taken where required.

The Health and Safety officer receives regular updates re: rules and regulations for Health and Safety from Newham Council. He, together with the Headteacher reviews and when necessary acts open them. The directives are then shared with relevant people and filed in Health and Safety files kept in the school office.

Site Supervisor

The Site Supervisor has particular responsibility for security and premises related issues and will:-

- a) Co-operate with the Headteacher and ensure that they effectively monitor the condition of the premises.
- b) Report defects so that appropriate remedial action can be taken.
- c) Regularly test the fire alarm system and record findings.
- d) Arrange for the testing of gas and electrical appliances and equipment
- e) Respond to the annual premises inspection.

All Staff

Members of staff also have health and safety responsibilities. Staff will therefore be required to:-

- a) Take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do.
- b) Co-operate with all health and safety arrangements.
- c) Report any defect or other health and safety matter that they are aware of.
- d) Use correct equipment, tools and safety and protective issues.

CONTRACTORS

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else that may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control. The Headteacher will therefore ensure that where contractors are appointed directly by the school:-

- a) Contract meetings are held to agree health and safety measures prior to works commencing and during the project.
- b) Contractors are advised of any health and safety related issues or circumstances that may adversely affect their health and safety whilst on the premises.

COMMUNICATION

All staff is made aware of communication channels within the school and within the Authority for health and safety. The Headteacher will ensure that all health and safety guidance and advice is kept together in the safety file in a place that is easily accessible to all staff. All such advice is communicated to staff where relevant and incorporated into the school's procedures.

STAFF CONSULTATION

The Governing Body and Headteacher will recognise that valuable contribution to health and safety that can be made from all staff, particularly the staff safety representative.

SAFETY PRACTICES

Guidance issued by the Health and Safety Executive, Department for Education and Employment and Newham Health and Safety Department will be incorporated into the school's procedures. These arrangements will be discussed at the appropriate safety committee and any significant issues relayed to relevant staff.

RISK ASSESSMENTS

The Headteacher and Site Supervisor will ensure that a risk assessment is carried out for the premises and working methods. The assessment will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

All Educational visits are Risk Assessed (also see Educational Visit Policy). These are received by our Educational Visit Co-Coordinator before any visits take place.

Medical

We have a suitable number of First Aid at work and Paediatric First Aid trained Staff.

First aid boxes are kept in all classrooms and in the first aid room.

We gather information in regard of allergies and medical conditions annually and this information is requested at all admissions interviews.

All children with certified medical conditions (e.g. Asthma, Sickle Cell) have personalised care plans. These details and any medication are kept in the First Aid room.

Where required staff have received appropriate training e.g. Epi Pen.

FIRE PRECAUTIONS

The school has a contract for the maintenance of the Fire Alarm System and Fire Fighting Equipment.

Procedures

Procedures in the event of fire have been prepared and circulated to all staff. These procedures conform to Health and Safety update 92/01. Notices giving instructions in the event of fire are displayed by all Fire Alarm Call Points and in each classroom.

Fire Drill

A fire drill will be held half termly and significant details recorded in the Fire Log.

Testing

The Fire Alarm will be tested regularly, using a different call point each time in rotation and the findings entered in the Fire Log.

ACCIDENTS, INCIDENTS, NEAR MISSES AND DANGEROUS OCCURRENCES

All will be recorded and reported in accordance with London Borough of Newham procedures and accident reporting forms. Accident reporting forms are kept in the school office. All accidents or medical emergencies will be reported to one of the certified first aiders at school (See list in appendix)

When a serious accident occurs, it is important that the accident site is left untouched until advice is obtained from the Council's Health and Safety Department. The contact is Mr Alan Merry: 020 337 36825.

The key manager or deputy will also advise the appropriate staff safety representative, who has the right to inspect the site of an accident involving anyone he or she represents.

Ratified by Governors

To review: June 2016

Kevin Ellis

June 2015