

# **CRANMORE INFANT SCHOOL HEALTH AND SAFETY POLICY**

**Adopted 13.05.14**

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## **PART 1: This Policy**

### **1.1 Introduction**

Cranmore School is committed to maintaining a healthy and safe place of work for employees, as well as taking all reasonable steps to ensure that pupils, parents, members of the public and the environment (that may be affected by its work) are exposed to the lowest practicable level of risk.

The Governing Body recognises that:

- it has a moral duty to take all reasonable steps to prevent people being harmed;
- accidents cost money, particularly in terms of lost time, repairs and investigations, and increasingly such costs have to be met from limited budgets;
- it has a legal duty imposed by the Health and Safety At Work Act and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing and transporting goods, information, instruction and training; and take reasonable care of the health and safety of others.
- The Every Child Matters agenda stipulates the entitlement of pupils to a healthy and safe environment

High standards of health and safety reduce harm and losses, improve our overall performance and make good business sense.

### **1.2 Cranmore Infant School Health and Safety Policy Statement**

This is a policy statement for the Health and Safety arrangements, and the subsequent implementation of these at Cranmore School.

This statement does not replace the SMBC policy but complements the recommendations and requirements within it..

#### **Aims**

We aim to:

- Provide and maintain a safe and healthy environment throughout the school site and safe means of entry and exit from it
- Establish and maintain safe working procedures amongst staff, pupils, volunteers and all those on the school site
- Ensure safe measures of using, storing and transporting articles and substances

- Provide safe systems for the control of noise, toxic and corrosive substances dust and vapours under the school’s control
- Formulate effective procedures for use in case of fire and other emergencies and for evacuation the school premises
- Lay down procedures in case of accidents and medical treatments

### HEALTH AND SAFETY POLICY

#### STATEMENT OF INTENT

The Governing Body of Cranmore School will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people such as pupils, students, visitors and contractors. Details of how this will be done are given in this health and safety statement.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

This Statement includes a description of the establishment’s organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

..... Head Teacher

..... Chairman of Governors

Date.....

## 1.2 Solihull Metropolitan Borough Council Health and Safety Policy Statement

Solihull Council is committed to providing and maintaining a healthy and safe place of work for all its employees, as well as taking all reasonable steps to ensure that the public and the environment (which may be affected by the work of the Council) are exposed to the lowest practicable level of risk. Approval and publication of this Policy Statement demonstrates this commitment.

This Policy is fully supported by Members, the Chief Executive and the Corporate Management Team who have ultimate responsibility for ensuring effective health and safety arrangements within the Council. However, health and safety is the responsibility of everyone and this Policy will be implemented by management and employees alike throughout the Council.

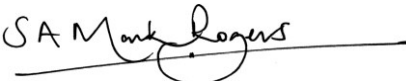
### The Council's Health and Safety objectives are to:

- ❖ **comply** with health and safety legislation, Codes of Practice, HSE Guidance Notes and other relevant standards
- ❖ **integrate** health and safety principles into service delivery, management and decision-making processes
- ❖ **consult and communicate** with employees and trade union representatives to ensure they are aware of their health and safety responsibilities
- ❖ strive for **continuous improvement** in health and safety standards
- ❖ recognise the different demands that the Council faces, but work as "One Council" to deliver a **consistent approach** to managing health and safety

### To achieve these objectives the Council will:

- ❖ develop and maintain a documented and consistently applied health and safety **management system** including clear roles, responsibilities and reporting lines
- ❖ so far as reasonably practicable, provide and maintain healthy and safe **work places, equipment and methods of working**
- ❖ provide sufficient **resources** to meet our commitment to health and safety
- ❖ appoint **competent** people to support us to meet our statutory duties
- ❖ provide employees at all levels with suitable and sufficient **information, instruction, training and supervision** to enable them to work safely and avoid any actions that may adversely affect the health or safety of themselves or others
- ❖ work with partners, contractors and other agencies to develop awareness, a **common understanding** and **promote good standards** of health and safety
- ❖ undertake **continuous monitoring** of our health and safety performance

This Policy and accompanying arrangements will be reviewed regularly to take account of changing legislation, best practice and experience gained within the Council.

Signed...   
**Mark Rogers, Acting Chief Executive**

Signed...   
**Councillor Hillas, Resources Cabinet Member**

#### **1.4 Location of the Policy**

This Policy, with the Health and Safety Book and other health and safety information, will be kept in the school office.

The school management will tell all members of staff about:

- (a) the information contained in this Policy, and
- (b) its location and contents (except for personal and / or confidential information, which will be held by the Head Teacher).

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## **Section two: Organisation and Responsibilities**

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### **2.1 Who is responsible?**

The Health and Safety at Work Act 1974, requires elected members, governors, and employees according to their particular roles, to take the initiative on certain matters.

The school will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety. Specific responsibilities cannot be evaded by delegation to others.

The Head teacher has the day-to-day responsibility for Health and Safety matters in the school. More detailed responsibilities are set out below.

### **2.2 Responsibilities of Elected Members**

The Elected Members of the Solihull Metropolitan Borough Council are ultimately responsible for:

- Implementation of health and safety legislation
- Achieving the objectives of the Authority's Health and Safety policy
- Ensuring that adequate resources are made available to cater for the needs of safety, health and welfare.

The Chief Executive delegates the work required to meet those responsibilities to Chief Officers, Senior Managers, Head Teachers, Managers and Supervisors. Each of these levels of management, together with all supporting staff, has specific responsibilities which are identified in this document.

### **2.3 Responsibilities of the Corporate Director, Education and Children's Services (also known as the Chief Education Officer).**

The Director of Education and Children's Services Directorate will:

- Provide specific advice and instructions to schools.
- Monitor and advise schools on the management of Health and Safety.
- Ensure compliance with Health and Safety legal duties.

### **2.4 Responsibilities of the Governing Body**

The Governing Body is responsible for:

- Complying with the Council's Health and Safety policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and health and safety plan;
- Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;

- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation from the LEA is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the LEA any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

## **2.5 Responsibilities of the Head Teacher**

The Head Teacher is responsible for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided including induction for new staff and maintaining records of training;
- Attending the establishment's health and safety committee;
- Drawing up the establishment's annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Participating in the Council health and safety auditing arrangements and ensuring audit action plans are implemented;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;



- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.
- Ensuring that Health and Safety Handbooks and Asbestos Log are kept up to date;
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Monitoring contractors on site and ensuring they consult the asbestos log.

Note: in the absence of the Head Teacher these responsibilities fall to his/her immediate deputy.

## **2.6 The Responsibilities of all Employees in School**

Whilst it is acknowledged that the ultimate responsibility for Health and Safety matters in school rests with the Head Teacher and Governing Body all staff in school have a clear responsibility in ensuring the effective delivery of this policy.

The Health and Safety at Work Act (1974) states that:

‘It shall be the duty of every employee whilst at work:

- to take reasonable care for the health and safety of himself and of any other persons who may be affected by his acts or omissions at work, and
- as regards any duty or requirement imposed on his employer or any other person under any of the relevant statutory provisions, to cooperate with him so far as it is necessary to enable that duty or requirement to be performed or complied with’

The Act further states that:

‘No person shall intentionally or recklessly interfere with or misuses anything provided in the interests of health and safety procedures are observed and carried out for the protection of pupils and all other visitors to school, all employees should:

know of, and observe, any specific safety measures relevant to their own working area and working practices

observe the standards of dress which are deemed to be consistent with safety and hygiene in their working practices and areas

ensure that their immediate responsibilities in maintaining the necessary safety and hygiene for their work are fulfilled

know and apply the necessary emergency procedures which may result as a consequence of a fire or any other emergency, accident, injury or first aid situation

not use, or wilfully misuse, neglect or interfere with items provided for their own safety or for the safety of others

maintain a clear line of communication regarding health and safety practices and procedures, cooperating with other school employees in promoting the continual improvement of safety measures within school

cooperate with the designated safety representatives and officers of the Health and Safety Executive or the Public Health Authority, as appropriate, to ensure the effective delivery of this policy in school

all personnel involved with working with or alongside children should be CRB checked with enhanced checks for staff working directly with children

All individual staff members are vital to the effective implementation of this policy but some staff have particular obligations which relate to their own subject and/or management areas of responsibility. These staff members are directly responsible to the Head Teacher in ensuring that they are fully aware of any existing or new safety measures and procedures and that they are fully observed and implemented. Further, they must ensure that any additional guidance given by the Head Teacher, the Local Authority or by other external advice agencies is implemented as appropriate to the needs of the school.

## **2.7 Leadership Team members/Phase Leaders**

Leadership Team and Phase Leaders are responsible for:

- The day to day management of health and safety within their team/phase in accordance with the health and safety policy;
- Ensuring follow up and remedial action is taken following health and safety inspections;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the hierarchy;
- Identifying health and safety training needs through performance management when appropriate;
- Ensuring the ECM agenda is adhered and worked to
- Planning and Curriculum reflects Health and Safety of all stakeholders

## **2.8 Responsibilities of Risk Assessors**

Although a management responsibility, nominated Risk Assessors will usually undertake workplace risk assessments. The Risk Assessor is a member of staff who has undergone training to give them the required knowledge and skills to undertake health and safety risk assessments i.e. they are competent. All staff will undertake risk assessment in-house training to enable them to produce risk assessments.

### **Risk Assessors will:**

- Attend appropriate training before carrying out any risk assessments.
- Carry out risk assessments as directed by their Manager.
- Make a written record of the risk assessment using corporate documentation.
- Communicate the findings of the risk assessment to the relevant Manager.
- Where risks are not adequately controlled, develop an action plan with the appropriate Manager.
- Conduct inspections of the workplace as part of the Premises Committee at least once per term to ensure that the working environment and equipment are safe and adequately maintained.
- Inform Managers of any additional hazards they become aware of.
- Seek further advice/support and expertise where required.
- All risk assessments will be kept in a central file which is kept in the main office

## **2.9 Emergency Resilience Team**

Where an accident results in death, the Authority's Emergency Plan applies and the Resilience Team will lead the Council's response. The Resilience Team comprises the Council's Emergency Planning and Business Continuity specialists who are responsible for:

- i. Activating the emergency command structure.
- ii. Liaison with the emergency services.
- iii. Supporting the Chief Executive throughout the response.

## **SECTION THREE: ARRANGEMENTS AND PROCEDURES**

Arrangements and procedures recorded in this section of the Safety Policy have been devised to assist persons to discharge the responsibilities and duties defined in Section Two.

### **3.1 Health and Safety Defect Reporting Procedure**

The Head Teacher will provide the Governing Body with a regular report containing the details of any accidents / dangerous occurrences and of any necessary alterations to working practices and procedures needed to avoid recurrence of those accidents / dangerous occurrences. The Governors will ensure that measures are implemented.

The arrangements for reporting defects (with the premises and / or materials and equipment) on a day-to-day basis are set out as follows:

- i. Staff members who discover any defect shall report it to the Site Manager using a school form 'Health and Safety - Defect Report Form'.
- ii. The Site Manager will add the defect report to the 'Defect Report Register', recording the date of receipt.
- iii. The Site Manager will take the necessary steps to:
  - a) Have the defect rectified, within a reasonable period of time, and record the details on the defect report form and file it in a "Defects" Register.
  - b) Remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action. Actions may include informing staff and pupils of the hazard and / or taking the equipment / area concerned out of use.
- iv. If the defect is likely to affect the 'normal' running of the school the Head teacher / Senior Management Team will be informed.
- v. Once the defect has been repaired / item taken back into use, the date that this occurs shall be recorded in the "Defects Register".
- vi. In order to monitor the action that has been taken and / or any delays in work being carried out, the Summary Sheet shall be checked weekly by the Head teacher / Site Manager and produced at termly intervals at the Governors' Premises Sub-Committee, at which recent defects should be identified and outstanding works discussed.

### **3.2 Monitoring Arrangements**

The Governing Body recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways.

- a) The Governors Premises Sub-Committee will call for annual reports on:
  - Accident / incidents
  - Results of internal or external health and safety inspections
  - Maintenance reports
  - Complaints, hazards and defects reports

- Reviews of any procedures carried out by the Head teacher
- Analysis of First Aid Accident books
- b) The Head teacher shall provide such reports as required by the Governing Body as part of his / her management of the school.
- c) A Governor on behalf of the Governing Body shall carry out a termly visual inspection of the school and report any issues arising to the Head teacher.
- d) Safety Representatives, as appointed by staff, shall be allowed time to inspect / monitor the school and report any issues to the Head teacher.
- e) The Authority's Health and Safety Officer or his / her representative shall inspect the site on a regular basis and report back any issues, as may other Officers of the Authority.
- f) Periodically review risk assessments.

To help this process, the Governing Body will ensure that all reasonable inspection facilities and information are provided on request to officers of the Authority, Inspectors of the Health and Safety Executive and to any other *bona fide* health and safety officials.

### **3.3 Health and Safety Information Dissemination Procedure**

Information and instructions on health and safety matters are available / given to teaching and non-teaching staff, pupils and visitors as follows:

#### **Employees**

- i. Employees have been informed about all of the existing information held on the school site and have signed a form to indicate that they have received and read those documents which relate to themselves and their work.
- ii. All documentation referred to in a), above, is kept in or with the school health and safety files which are located in the *main office*. These files are readily available for staff for reference purposes at any time.
- iii. The only exception to this is where information is better kept at a site / subject area level. In this case employees involved shall be informed of its location and the information shall be kept on annex files. The master file will include a note on the content and location of annex files. (The amount of information on annex files should be kept to the minimum as ideally all information should be kept in one place.)
- iv. New documentation arriving at the school will be copied. The original will be held on file and the copy circulated to appropriate employees. Employees are required to sign a form to indicate that they have read the document concerned. After circulation the document will be put in the school's health and safety files referred to in b), above. The circulation form will be kept on file with the document.
- v. The Head teacher will determine the circulation of each document and ensure that all named employees have signed the circulation form before the document is put into the health and safety file.

#### **Pupils**

It will be the responsibility of teaching staff to ensure that pupils are made aware of existing and new health and safety information. This responsibility will be split between the class teachers (for general health

and safety arrangements), and staff with a specialisation (curriculum-determined arrangements).

#### Visitors

The admin team shall ensure that visitors are informed of any health and safety arrangements which may affect them during their visit.

Any visitors arriving on the site who is unknown or unexpected will be questioned before being allowed access to the building. All visitors are required to sign in at the main office and wear school lanyards to show that they are officially recognised on site. Lanyards contain the fire evacuation procedures on the reverse. Any visitor who has a disability is required to make themselves known to the office staff so that in the event of an evacuation assistance can be given.

All visitors to school are required to observe the health and safety regulations whilst on the school site.

### 3.4 Safety Committee

The Head teacher / *other named person* will chair the committee and all appointed safety representatives will be members. At present the Premises Committee carry out this role

### 3.5 OTHER PROCEDURES

The Governing Body and Head teacher have agreed various procedure that may change from time to time this can be found in that the **Health and Safety Procedures and Codes of Practices Document**. Employees are reminded that they must make themselves aware of this document – in return the School Governors and Head Teacher will ensure that all Employees are made aware of any changes.

Other sources of Health and Safety Information:-

- Risk Management Folder
- Education Visits Policy Document
- Asbestos Log
- Schools' Intranet
- School Policies

**This policy was agreed by the Resources Management Committee on 1**

**Appendix 1**

**Health & Safety Book**

The Health and Safety Book shall record the following details:

- 1 Location of the defect or incident
- 2 Details of the defect or incident, including but not limited to the following information, to the extent relevant:
  - (a) Equipment
  - (b) Premises
  - (c) Item involved
  - (d) Defect
- 3 Person reporting defect
- 4 Date defect reported
- 5 Action taken (defect corrected / equipment taken back into use / scrapped)
- 6 Person taking action
- 7 Date action taken
- 8 Actions complete (Head Teacher's signature)

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