

Pewsey Vale School



Headteacher: Mr Neil Pritchard

Health and Safety Policy (Statutory)

Responsibility: Deborah Clarke – Bursar

Next Review: January 2022

- Reviewed by Deborah Clarke January 2021
- Agreed by FinFac Committee 14 January 2021
- Verified by FGB 4 February 2021

Approval Signatories:

FinFac Committee signature: _____ Date: _____

Head Teacher signature _____ Date: _____

Chair of Governors signature _____ Date: _____

Rationale:

We recognise that it is imperative to provide a safe and healthy working and learning environment for all of the students and staff at Pewsey Vale School. The Health & Safety at Work Act Sections 2(3), 3 and 4 applies to all schools.

Objectives:

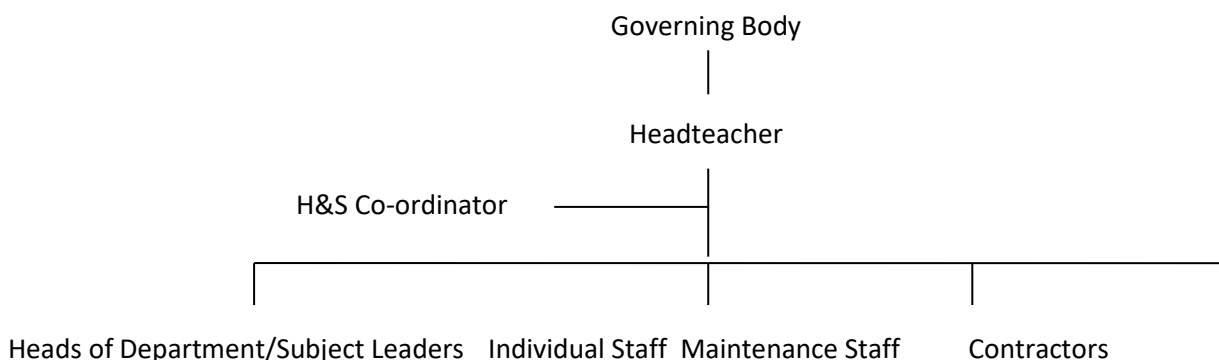
We aim to provide a safe and healthy working and learning environment for all staff, students and visitors. We identify and educate students with regard to minimising risk, particularly in practical subject areas and we promote health and safety as part of our PSHE programme. Staff are encouraged to recognise any potential health and safety risks and to alert the Bursar and Headteacher of any concerns.

Policy in Practice:

Statement of Intent:

- 1.1 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to ensure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities.
- 1.2 The Governing Body believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its students.
- 1.3 The Governing Body will take all reasonable steps to identify hazards and reduce them to a minimum. All staff and students must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

Management Structure of Health and Safety within Pewsey Vale School



2.0 The duties of the Governing Body

- 2.1 In the discharge of its duty the Governing Body, in consultation with the Headteacher, will:
 - (i) make itself familiar with any advice and guidance on Health, Safety and Welfare provided by Wiltshire Council;
 - (ii) take account of that advice, within budget and other policy considerations;

- (iii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- (iv) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- (v) identify and evaluate risks relating to:
 - the premises
 - school activities
 - school-sponsored events
- (vi) establish an effective health and safety management structure within the school and monitor and evaluate the Headteacher's performance on health and safety matters;
- (vii) ensure that health and safety performance is monitored and reported upon, to Governors via the Finance and Facilities committee.

2.2 The Governing Body undertakes to provide:

- (i) a safe place for all students and staff to work including safe means of entry and exit;
- (ii) plant, equipment and systems of work which are safe;
- (iii) safe arrangements for the handling, storage and transport of articles;
- (iv) safe and healthy working conditions which take account of appropriate:
 - statutory requirements
 - codes of practice whether statutory or advisory
 - guidance whether statutory or advisory

2.3 So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on;

- (i) this policy;
- (ii) all other health and safety matters;
- (iii) the information and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

3.0 The duties of the Headteacher

3.1 As well as the general duties which all members of staff have (see 5.0), the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through Subject Leaders, senior members of staff, teachers and others as appropriate.

3.2 The Headteacher is required to take all necessary and appropriate action to ensure that the proper health and safety standards are maintained at all times.

3.3 In particular, the Headteacher is responsible on a day-to-day basis to:

- (i) ensure, at all times, the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school sponsored activities;
- (ii) bring any health and safety concern outside of his control to the attention of the Governing Body
- (iii) assess and record all significant risks to staff, pupils, visitors, contractors and hirers and ensure that they are controlled as far as is reasonably practicable;
- (iv) monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
- (v) ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with the school health and safety procedures;
- (vi) encourage staff, students and others to promote health and safety;
- (vii) inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of risk;
- (viii) arrange routine maintenance and servicing of plant and equipment by suitably qualified contactors.
- (ix) consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
- (x) investigate all accidents, near misses and episodes of work-related ill-health;
- (xi) monitor and evaluate the health and safety performance of staff;
- (xii) have and practice emergency and contingency plans;
- (xiii) provide the means for consultation with staff on health and safety matters;
- (xiv) supply an annual health and safety performance report of standard indicators to the Governing Body.
- (xv) While the Headteacher is responsible for the Health and Safety of the school, it is anticipated that he will delegate routine work to the Health and Safety Co-ordinator (Bursar).

4.0 The duties of Heads of department and Subject Leaders

- 4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Headteacher for the overall day-to-day implementation and operation, within their relevant departments and areas of responsibility, of the school's health and safety policy
- 4.2 As part of their day-to-day responsibilities they will ensure that:
- (i) safe methods of working exist and are implemented throughout their area of responsibility;
 - (ii) health and safety regulations, rules, procedures and codes of practice are applied effectively;
 - (iii) staff, students and others under their jurisdiction are instructed in safe working practices;
 - (iv) new employees working within their area are given instruction in safe working practices;
 - (v) regular safety inspections are made of their area of responsibility.

- (v) positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others;
- (vii) all plant, machinery and power equipment in their department is adequately guarded, in safe working order and restricted to authorised persons only;
- (viii) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in their department;
- (ix) COSHH hazardous and highly flammable substances in their department are correctly stored and labelled, and exposure is minimised;
- (x) monitor the standard of health and safety throughout their department and encourage staff, students and others to achieve the highest possible standards of health and safety;
- (xi) all health and safety information is communicated to the relevant persons;
- (xii) report any health and safety concerns to the Headteacher (or Health and Safety Coordinator as appropriate).

5.0 The duties of all members of staff

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their own work

5.2 All staff have a responsibility to:

- (i) Take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions;
- (ii) follow agreed working practices and safety procedures;
- (iii) report any incident, near miss, incidents of violent or verbal abuse or any hazard;
- (iv) ensure health and safety equipment is not misused or interfered with;

6.0 Hirers, contractors and others

6.1 The Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

6.2 When the premises are used for purposes not under the direction of the Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.0 of this document.

6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purpose of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

6.4 When the premises are hired to persons outside the employ of the Governing Body, it will be a condition of all hirers, contractors and others using the school premises or facilities that they comply with all safety directives of the Governing Body and they will not, without the prior consent of the Governing Body:

- (i) introduce equipment for use on the school premises;

- (ii) alter fixed installations;
 - (iii) remove fire and safety notices or equipment;
 - (iv) take any action that may create hazards for persons using the premises or the staff or students of the school.
- 6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- 6.6 In instances where the contractors or other official visitors create hazardous conditions and refuse to eliminate them or take action to make them safe, the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- 6.7 The Governing Body, through the Headteacher, will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7.0 Staff Consultative arrangements

- 7.1.1 The Governing Body, through the Headteacher ensures the communication of the Health & Safety Policy, and it is readily available in the school staffroom.
- 7.1.2 All staff take part in the annual Health & Safety Audit and review Risk Assessments at least annually. There is an agreed process to advise of any day to day Health & Safety issues.

8.0 PVS Weather, Critical Incident & Lock down Procedure

- 8.1 The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. The plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:
- (i) save life
 - (ii) prevent injury
 - (iii) minimise loss

This sequence will determine the priorities of the emergency plan.

- 8.2 The procedures are communicated to staff regularly and a practice lockdown procedure takes place during each academic year.

9.0 First Aid

- 9.1 The arrangements for first aid provision will be adequate to cope with all foreseeable incidents.
- 9.2 Supplies of first aid materials will be held at various locations throughout the school. These locations will be determined by the Headteacher and/or an appointed trained first-aider. They will be prominently marked and all staff will be advised of their position. The materials will be regularly checked and replenished as necessary.

- 9.3 Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.
- 9.4 A record will be made of each occasion any member of staff, student or other person receives first aid treatment either on the school premises or as part of a school-related activity.

10.0 Review

- 10.1 The Governing Body will review this policy statement annually and update, modify or amend it as necessary to ensure the health, safety and welfare of staff and students.

11.0 Specific Advice and Guidance

- 11.1 The Governing Body and the Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.

- 11.2 The written procedures required within the school are as follows:

- Storage and administration of medicines
- Provision of first aid
- Fire and other emergency evacuations
- Site security
- Unexpected loss of utilities
- Reporting of accidents, incidents, hazards & near misses
- Trips and Visits policy
- Use and maintenance of dangerous tools, equipment & machinery and electrical systems
- Use of or exposure to dangerous substances or materials
- Access to any height liable to cause injury
- Procedure for working outside core hours
- Use of contractors
- Out of hours use of school buildings and facilities
- Vehicle movements on site
- Site and premises inspections incl asbestos

- 11.3 Further advice and guidance should be sought by the Headteacher and Bursar from Health and Safety experts in any cases of uncertainty.

12. Pewsey Vale School Covid19 Risk Register is available upon request.