

Lammas Health & Safety Policy

This statement is issued in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Lammas school.

General Guidelines

It is the policy of the Board, so far as is reasonably practicable, to:

1. Establish and maintain a safe and healthy environment throughout the school;
2. Establish and maintain safe working procedures among staff and pupils;
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. Maintain all areas under the control of the Board in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
6. Formulate effective procedures for use in case of fire and for evacuating the school premises;
7. Lay down procedures to be followed in case of accident;
8. Teach safety as part of pupils' duties where appropriate;
9. Provide and maintain adequate welfare facilities and to make recommendations to the Department for Education as appropriate.

Responsibility of the Proprietor

The ultimate responsibility of the school will be solely down to the Proprietor. It is down to the Proprietor to ensure the correct management team is in place to ensure the school is run appropriately.

Responsibility of the Head Teacher

The Head Teacher will bear responsibility for the day to day running of the school. However, working together, the Head Teacher and Board of Governors are responsible for implementing, monitoring and developing this policy. See list of individual policies for specific designated responsibilities. In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by responsible bodies such as the H.S.E.
4. Make arrangements for the implementation of the Department for Education's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. Make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
6. Ensure that regular safety inspections are undertaken and the results of the inspections are duly logged and made available to the board.
7. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. Report to the board any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
9. To notify staff, parents and visitors of any hazards on site of which they may be unaware.
10. Monitor, within the limits of their expertise, the activities of contractors , hirers and other organisations present on site, as far as is reasonably practicable;
11. Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Head Teacher and Board of Governors in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate;
12. Co-ordinate arrangements for the design and implementation of safe working practices within the school;
13. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
14. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the board;
15. Ensure that staff with control of resources (both financial and other) give due regard to safety;
16. Co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

17. Will ensure the implementation of the policy and will liaise with the governing body to ensure full compliance with its requirements.
18. To ensure that all staff are provided with a copy of the policy and are aware of their responsibilities as determined by the policy. To be available to any member of staff to discuss and resolve health and safety problems, if and when they arise.
19. To establish a system for reporting, recording and investigating accidents (if and when they arise) so as to take all reasonable practicable steps to prevent a recurrence.

Responsibilities of Staff towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils;
2. Be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. Provide written job instructions, warning notices and signs as appropriate;
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
7. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. Provide the opportunity for discussion of health and safety arrangements;
9. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
10. Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training;
11. Where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their department, they should refer the problem to the Head Teacher.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
2. Co-operate with the board and others in meeting statutory requirements. Not interfere with or misuse anything provided in the interests of health, safety and welfare;
3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Head Teacher;
4. Ensure that tools and equipment are in good condition and report any defects to the Head Teacher;
5. Use protective clothing and safety equipment provided and ensure that these are kept in good condition;
6. Ensure that offices, general working areas and vehicles are kept tidy;
7. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Head Teacher

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils;
2. Observe standards of dress consistent with safety and/or hygiene, which would preclude unsuitable footwear, knives and other items considered dangerous;
3. Observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. Use and not wilfully misuse, neglect or interfere with things provided safety purposes.

N.B. The Head Teacher or Senior Management Team will make pupils (and where appropriate the parents/carers) aware of these responsibilities through direct instruction, notices and the school handbook.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

Lettings (when applicable)

The Head Teacher must ensure that:

1. The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Head Teacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;
2. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

Health & Safety Related Policies

The following health & safety related policies are available as separate documents. They can be obtained from the school office and the staff room:

Admissions Policy

Anti-Bullying Policy

This policy has regard for the DFE guidance “Safe to Learn – Embedding Anti-Bullying Work in Schools”.

Attendance Policy

Behaviour Policy

Educational Visits Policy

This policy has regard for the DFE guidance “Health & Safety of Pupils on Educational Visits (HASPEV)”.

Equal Opportunities Policy

Fire Safety Policies

The school's procedures for fire and emergency evacuation are listed in separate policies. The log book for the recording and evaluation of practice and evacuation drills is available. These policies also cover the regular monitoring and testing of fire prevention equipment and the training of staff.

First Aid & Medication Policy

This policy covers procedures for pupils who are ill or have an accident at school or on a school trip, the recording of incidents, reporting to parents and the school's obligations for the reporting of accidents (RIDDOR).

Management of Asbestos Policy

Risk Assessment Policy

Safeguarding Children Policy

This policy is in accordance with locally agreed inter-agency procedures and the DFE guidance “Working Together to Safeguard Children”, “What to Do if you are Worried a Child is Being Abused” and “Safeguarding Children and Safer Recruitment in Education”.

Safer Recruitment Policy

Review date: August 2018

Date reviewed: August 2018

Date reviewed: August 2019