



Hamilton Primary School



HEALTH AND SAFETY STATEMENT

1. STATEMENT OF INTENT

The Governing Body of Hamilton Primary will meet its responsibilities under the Health and Safety at Work Act 1974 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 school'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.

Signed (Chairman of Governors) Date

Signed(Headteacher) Date

Other sources of Health and Safety information:-

- Health and Safety Handbook
- Risk Management Handbook
- Education Visits Policy Document
- Asbestos Log
- Regulations for the Use of Vehicles
- Schools Extranet

2. ORGANISATION

1) The Health and Safety Committee

The Health and Safety Committee meets on at least a termly basis, to report on and review matters of a health and safety nature, to ensure they are addressed as quickly and as effectively as possible. The Health and Safety Committee meeting will be convened in response to matters as appropriate. Matters of health and safety are delegated to the Business Manager and the Health and Safety Co-ordinator. The chairman of this committee (Deputy Head) reports its activities to the Senior Management Team who in turn reports to the Buildings Committee of the Governing Body. Members of the SMT (Senior Management Team) will respond immediately and appropriately to matters relating to health and safety, and report to the next Health and Safety Committee meeting. The Health and Safety Committee shall be comprised as follows:

- A member of the Management Team (Chairman)
- A member of the Governing Body
- The site caretaker
- One other member of staff from each site.

NB The committee shall have the power to co-opt when specialist advice is needed.

2) The Senior Management Team

The Senior Management Team (SMT) shall be the medium through which the governors' health and safety responsibilities are fulfilled. It will review policy for the school in response to the requirements of legislation and good practice, ensure that where possible the school's practices are standardised, seek expert advice external to the school where this is deemed necessary, and generally maintain an overview of progress in order to ensure that new requirements are catered for as quickly as possible.

2.1 Responsibilities of the Governing Body

The Governing Body is responsible for:

- a. Complying with the County Council's Health and Safety Policy and arrangements;
- b. Formulating and ratifying the school's Health and Safety Statement and health and safety plan;
- c. Regularly reviewing health and safety arrangements regularly (at least once annually) and implementing new arrangements where necessary;
- d. Ensuring that both sites and premises are maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- e. 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;
- f. Ensuring that the statement and other relevant health and safety documentation from the LEA are drawn to the attention of all employees;
- g. Prioritising action on health and safety matters where resources are required from the school's budget, seeking further advice where necessary and ensuring that action is taken;
- h. Reporting to the LA (Local Authority) any hazards which the establishment is unable to rectify from its own budget;
- i. Seeking specialist advice on health and safety which the school may not feel competent to deal with;
- j. Promoting high standards of health and safety within the school;
- k. Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

2.2 Responsibilities of the Headteacher

The Headteacher is responsible for ensuring the following criteria are carried out by the **Business Manager**

- a. Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with.
- b. The day to day management of health and safety matters in the school in accordance with the Health and Safety policy and ensuring the health and safety arrangements are carried out in practice;
- c. 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;
- d. Ensuring that termly health and safety inspections are carried out and a copy of the report is given to the governors and that one is sent to the Health and Safety Team;
- e. Ensuring that remedial action is taken following health and safety inspections;
- f. Ensuring that information received on health and safety matters is passed to the appropriate people;
- g. Identifying staff health and safety training needs and arranging for them to be provided;
- h. Attending the school's health and safety committee;
- i. Drawing up the school's annual health and safety action plan;
- j. Co-operating with and providing necessary facilities for trades union safety representative;
- k. Participating in the County Council health and safety auditing arrangements and ensuring audit action plans are implemented;

- l. Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- m. Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- n. Seeking specialist advice on health and safety matters where appropriate;
- o. 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.

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

2.3 Responsibilities of the Health and Safety Co-ordinator

Responsible to the Headteacher for:

- a. Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him/her to discharge her duties effectively;
- b. Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the County Council's and School's Health and Safety Procedures;
- c. Ensuring that Health and Safety Handbooks and Asbestos Log are kept up to date;
- d. Ensuring that the Health and Safety Notice Board at each site is kept up to date ;
- e. Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- f. Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- g. Ensuring appropriate procedures for authorisation of school visits is followed;
- h. Participating in any Health and Safety Audits arranged by the County Council
- i. Providing health and safety induction training for all staff;
- j. Keeping staff health and safety training records up to date;
- k. Ensuring that all statutory inspections are completed and records kept;
- l. Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- m. Monitoring contractors on site and ensuring they consult the Asbestos Log.

2.4 Responsibilities of the Site Officer

Responsible to the Health and Safety Coordinator for:

- a. Attending appropriate Health and Safety training courses to enable him/her to discharge his/her duties effectively;
- b. Promoting health and safety matters throughout the school and assisting the Health and Safety Coordinator in the implementation of the County Council's and School's Health and Safety Procedures;
- c. Ensuring that Health and Safety Handbooks and Asbestos Log are kept up to date at Hampden Road;
- d. Ensuring that the Health and Safety Notice Board is kept up to date;
- e. Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- f. Ensuring appropriate procedures for authorisation of school visits is followed;
- g. Participating in any Health and Safety Audits arranged by the County Council
- h. Keeping staff health and safety training records up to date;
- i. Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;

2.5 Responsibility of School Sites Manager

The School Sites Manager is responsible to the Business Manager. He is responsible for ensuring he is up to date with policy and good practice. In line with LA policy, he regularly attends health and safety courses. The School Sites Manager keeps up to date with new Health and Safety legislation, and advises the Health and Safety Committees of any publication that needs to be obtained to make

this possible. A library of such books and documents is maintained by this officer. In addition to the above, the School Sites Manager provides the school with an Electrical Code of Practice.

2.6 Heads of Subject Departments/Subject Co-ordinators

Heads of Department are responsible for:

- a. The day to day management of health and safety within their department in accordance with the Health and Safety policy;
- b. Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually);
- c. Carrying out regular health and safety monitoring inspections of the department and making reports to the Health and Safety Coordinator where appropriate;
- d. Ensuring follow up and remedial action is taken following health and safety inspections
- e. Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- f. Passing on health and safety information received to the appropriate people;
- g. Acting on health and safety reports from above and below in the hierarchy

2.7 Responsibilities of all staff

All members of staff employed at the establishment have responsibility to:

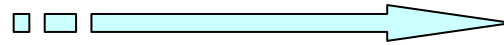
- a. take reasonable care for the health and safety of themselves and others when undertaking their work;
- b. checking classrooms/work areas are safe; checking equipment is safe before use;
- c. ensuring safe working procedures are followed;
- d. co-operating with the LA, school governors and headteacher on all matters relating to health and safety by complying with the health and safety policy;
- e. not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health, safety and welfare;
- f. reporting immediately to their Deputy Headteacher any serious or immediate danger;
- g. reporting to their Deputy Headteacher any shortcomings in the arrangements for health and safety;
- h. ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- i. Participating in health and safety inspections and the Health and Safety committee where appropriate.

When a serious hazard is identified then any person should directly inform the Deputy or Business Manager as soon as possible.

Specific Roles and Responsibilities:

<u>Business Manager</u> Fire safety Alarms COSHH Lifting and Moving Asbestos PAT Cleaning contractors Legionella Training and Advice Health and Safety of Visitors	<u>Deputy Headteacher with responsibility for Health & Safety</u> First Aid Reporting Accidents Chairing the Health and Safety Committee Risk Assessments
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Health and Safety Flow Lines



Role	H&S Policy Activity						
Governors						Authorise Policy	
Head Teacher						Authorise Policy	
"H&S Committee"			Review Policy	Approve Policy			
"H&S Coordinator"	Write & Maintain Policy					Roll out & Briefings	Audit & update Policy
Site Officer			Review Policy				
Senior Management Team			Review Policy				
Business Manager		Technical Detail	Review Policy			Roll out & Briefings	

Date: 25 November 2009

Miss R Battersby, Deputy Headteacher

This policy statement became operational from 25 November 2009. The policy may be amended from time to time in accordance with school development and any changes to legislation.

Review Date: November 2010

NOTE:

As at 25 November 2009 the post holders of the positions mentioned in the above policy are:

Headteacher:	Mr Graeme Aldous
Deputy Headteacher and Health & Safety Co-ordinator:	Miss Rachael Battersby
Deputy Headteacher and Site Officer:	Mrs Jane Jefferson
Business Manager:	Mr Nick Stewart-Long
Sites Manager:	Mr Terry Kaye

This list will be amended according to changes in personnel contracts.