

## **Pilgrims' Way School**

### **Health and Safety Policy and Arrangements**

#### **Part 1 Statement of General Policy**

The governing Body of Pilgrims' Way School recognises its responsibilities under the Health and Safety at Work etc, Act 1974 to ensure that adequate arrangements are in place to secure, as 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 head teacher and staff to identify hazards, assess the risks and where these cannot be removed ensure that they are adequately controlled.

#### **Part 2 Responsibilities and Organisation for managing Health and Safety**

##### **2.1 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 :

- Ensure that the school has a current health and safety policy.
- Ensure that the school complies with the Council's health and safety policies, both in schools and on all school activities.
- Have in place procedures to identify hazards, evaluate risk and implement control measures.
- Create a management arrangements for health and safety and periodically monitor its effectiveness.
- Ensure that an annual audit and inspection is carried out by a qualified person.
- Ensure that a governor attends any health and safety briefings held by the LEA.
- Have health and safety on the agenda at Governing Body meetings.
- Ensure that adequate resources are made available for health and safety. This includes time as well as financial resources.
- Ensure the Headteacher, as the Key Manager for health and safety, carries out the appropriate responsibilities.

##### **2.2 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 using the premises. The Headteacher will in particular:

- Be satisfied that effective arrangements are in place to ensure that health, safety and welfare of all users of the premises.
- Ensure that termly health and safety inspections are carried out.

Ensure that the emergency evacuation procedure is practised, at least once a term and that results are documented.

- Arrange for risk assessments to be carried out by a competent person.
- Put into effect any remedial measures or refer as necessary to the Governors or the LEA.
- Consult with members of staff on health and safety matters, particularly any accredited staff safety representatives.
- Appoint an Educational Visits Coordinator, from school staff, to advise and coordinate external school visits.
- Attend health and safety briefings and training arranged by the LEA.
- Report regularly on health and safety matters to the Governing Body.
- Ensure that competent contractors are appointed and to monitor their on site safe working practices.

### **2.3 Heads of Departments**

Heads of departments will familiarise themselves 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:

- Risk assessments are in place for all activities.
- Safe working methods are in place.
- Supervision is adequate and training needs met.
- Termly health and safety inspections are carried out.
- Safety requirements for plant, machinery and equipment are in place and are adequate.
- Suitable Personal Protective Equipment is available, in good condition and is used and stored correctly.
- Standards of health and safety are monitored and appropriate remedial action is taken when required

### **2.4 Educational Visits coordinator**

The Educational Visits Coordinator for the school is Gregory Doey. They are responsible for:

- Liaising with the employer, through the Education Health and Safety Manager, to ensure that educational visits meet the employer's requirements.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
- Undertakes the functions outlined in the DfES publication " Health and Safety of Pupils on Educational Visits"

### **2.5 Premises Officer**

The Premises Officer has particular responsibility for security and premises related issues and will:

- Co-operate with the Headteacher and ensure that they effectively monitor the condition of the premises.
- Report defects and monitor that appropriate remedial action is taken.
- Test the fire alarm system weekly and record the findings.

### **2.6 All Staff**

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

- 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.
- Cooperate with all health and safety arrangements.
  
- Report any defects or other health and safety matter that they are aware of.
- Correctly use equipment, tools and protective devices, including Personal Protective Equipment

### **Part 3 Arrangements for managing Health and Safety**

#### **3.1 Risk Assessment**

##### **3.2 Fire Precautions**

##### **3.3 Accidents, incidents and Dangerous Occurrences**

##### **3.4 First Aid**

##### **3.5 Communication**

##### **3.6 Staff consultation**

##### **3.7 Health and Safety Committee**

##### **3.8 Safety Practices**

##### **3.9 Educational Visits**

##### **3.10 Staff Training**

##### **3.11 Shared Accommodation**

##### **3.12 Premises Hire**

##### **3.13 Contractors**

##### **3.14 Stress**

##### **3.15 PPE**

**This policy was agreed on: January 2014**

**To be reviewed in January 2015**

**Signed: ..... Date: .....**

**Juliette Young – Chair of Governors**