

Butterknowle Primary School



Policy Statement on Health and Safety

September 2019

This policy is based on statutory guidance from the Department for Education document '*Health and safety: advice on legal duties and powers*' (February 2014),

Introduction

Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. It is important that children learn to understand and manage the risks that are a normal part of life.

Common sense should be used in assessing and managing the risks of any activity.

Health and safety procedures should always be proportionate to the risks of an activity. Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

The Law.

The main legislation covering this area is the Health and Safety at Work etc Act 1974 and regulations made under that Act.1 the employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated to staff. Employees also have a duty to look after their own and others' health and safety. It is very rare for school staff to be prosecuted under criminal law with regard to accidents involving children.

Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so. Most claims for negligence are brought against the employer (who has public liability insurance) and not individual members of staff.

Butterknowle Primary School Health and Safety General Policy

Head teacher has overall and final responsibility for health and safety and day-to-day responsibility for ensuring this policy is put into practice.

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Clare Carr, Head teacher. Neil Widdas, Caretaker All staff.	Relevant risk assessments completed and actions arising out of those assessments implemented. (including Use of Ladders, ...) (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Clare Carr, Head teacher. Neil Widdas, Caretaker. All staff.	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the school site.
Engage and consult with employees on day-to-day health and safety conditions	Clare Carr, Head teacher. Neil Widdas, Caretaker. All staff.	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident. Lock down procedures in case of intruder on school site.	Clare Carr, Head teacher. Neil Widdas, Caretaker. All staff.	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. Lockdown procedures are tested from time to time. Emergency and Evacuation Policy reviewed annually. PEEPs should be revised annually, or sooner if required.
Maintain safe and healthy working conditions, provide and maintain school equipment and machinery, and ensure safe storage/use of substances	Clare Carr, Head teacher. Neil Widdas, Caretaker. All staff.	Toilets, washing facilities and drinking water provided. Safe storage of cleaning equipment and solutions. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. (For example outdoor play equipment, school gymnastics apparatus)
Ensure risk assessments are completed for all personnel during off site visits.	Clare Carr, Head teacher. All staff Local authority	Relevant risk assessments completed and actions arising out of those assessments implemented. Risk assessments reviewed when working habits or conditions change.
School governance review Health and Safety procedures	Clare Carr, Head teacher. Cristen Huntington, H&S governor, Finance and Premises Committee	Annual review of H&S procedures by school. Bi-annual audit by local authority team. Updates at Finance and Premises Committee each term.

Health and safety law poster is displayed in	Staff room
First-aid box is located:	Staff room, Disabled Toilet, Class One
Accident book is located:	In school office