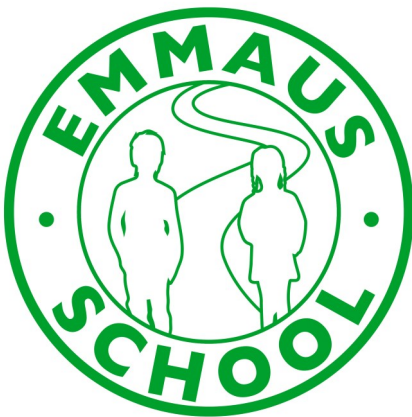


# Health and Safety Policy



## EMMAUS SCHOOL

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## Health and Safety Policy

### General Statement of Intent

The Governing Body of Emmaus School will meet its responsibilities under the Health and Safety at Work Act etc. 1974, the Management of Health and Safety Regulations 1999 and other health and safety legislation to provide a safe and healthy working environment for employees and to ensure that at this school, work does not adversely affect the health and safety of other people such as pupils, including those in the EYFS visitors and contractors. [Details of how this will be achieved are set out below.

The Governing Body will ensure that effective consultation takes place with all employees on health and safety matters and that all individuals are consulted before delegating particular health and safety responsibilities 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 ensure provision of sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety.

All employees must ensure the maintenance of high standards of health and safety in all activities undertaken by the school.

This policy includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk.

Signed .....

Chair of Governors

Signed .....

Headteacher

This policy has been written with regard to DfE Health and Safety: advice on legal duties and powers 02/2014

## **The Law**

Health and Safety responsibilities are derived from the Health and Safety at Work etc Act 1974 and associated regulations, which are enforced by the Health and Safety Executive (HSE)

## **Aims**

The aims of this Policy are to:-

1. Provide a safe and healthy environment for pupils, including those in EYFS, teachers, parents and all other people who come on to the school premises
2. Ensure that all members of the school community understand their own responsibilities in maintaining a safe and healthy environment

## **Responsibilities and roles**

The Governors have responsibility to ensure that this Policy is adhered to. Day-to-day management is delegated to the nominated member of staff in charge of Health and Safety (R. Henwood) who monitors the School Health and Safety Concerns Log Book, selects and liaises with the appropriate contractors, and reports directly to the Headteacher. Staff will be reminded at staff meetings to note any Health and Safety concerns in the Log Book.

All members of the school community (teachers, pupils and parents) should

- Be aware of their own responsibilities for maintaining a safe and healthy environment
- Use common sense at all times to take reasonable care of their own safety and that of others
- Be familiar with instructions and guidance on health and safety within the school
- Report any identifiable hazards to R. Henwood without delay

## **Inspections**

Regular inspections and risk assessments will be carried out in accordance with HSE Guidelines

## **Practices and procedures**

- All accidents involving students must be recorded in the Accident Book kept at the school
- Parents must be informed of any injury to their child, in particular any serious bump to the head
- All staff should be vigilant to spot potential causes of accidents and to take action to prevent them wherever possible
- All staff should log any Health and Safety concerns in the Log Book
- PE and sports equipment is to be checked regularly by the teacher in charge of sports activities
- Electrical equipment is to be checked regularly and reports are to be kept in the school records
- Electrical equipment should be positioned carefully to avoid trailing leads and other hazards
- All litter should be disposed of in the bins provided

## **Training of Staff in Health and Safety**

All staff should be given basic health and safety information about their workplace on induction and at the beginning of every school year. The training covers the following areas:

- emergency procedures, e.g. fire, first aid, reporting accidents
- safe use of equipment
- electrical safety
- manual handling
- slips and trips
- safe use of display screen equipment
- possible exposure to asbestos
- personal safety
- risks and control measures in relation to harmful chemicals and other dangerous substances.

## **Related policies**

This Policy summarises the information and procedures contained in the following Policies:--

- COSHH
- First Aid
- Fire Safety
- Educational Visits
- Playground Policy (in the Staff Handbook)

## **Accompanying information and guidance**

Reference is made to the following publications produced by the DfE and the HSE:--

- Health and Safety: advice on legal duties and powers
- School trips and outdoor learning activities
- Guidance on First Aid for Schools
- Five Steps to Risk Assessment
- A Guide to Risk Assessment Requirements
- RIDDOR 2013 (a guide to requirements for reporting injuries etc)

## **Review**

This Policy should be reviewed every 3 years unless:--

- there is a change in personnel
- there is a change in the school's location
- there is a significant change in Health and Safety legislation
- when it should be reviewed earlier.

MW/RH 2017