

**Statement of Health, Safety and Welfare
For
Bishop Hooper C.E. Primary School**



Adopted Spring Term 2010

Last Reviewed/updated Summer Term 2015

Next reviewed: Summer Term 2016

**Bishop Hooper CE Primary School - Statement of Health and Safety
Policy**

The Governors, Headteacher and Staff recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors, contractors and hirers of the school facilities at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation the Governors and Head will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

In carrying out the above policy effectively the school Governors and Head will;

- Seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- Maintain all places of work, including the means of access and egress from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- Provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
- Ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide personal protective equipment where necessary;
- Bring to the attention of all regular and temporary employees, pupils, visitors and contractors, at the school premises, sites and undertakings, their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, instruction, training and supervision as is necessary;
- Identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of the employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of serious risk or imminent danger.

In addition to assist in the proper implementation of this policy they will

- Keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;
- Bring this policy statement and relevant health and safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

Sun Safety

The school has agreed to adopt the Council's guidance which is based on Cancer Research UK's "SunSmart" campaign and aims to promote a "common sense" approach that mirrors what most parents and carers would choose to do in protecting their children from the effects of the sun.

In the event of a query from parents or carers or where an opportunity arises to inform them, the advice provided to parents, carers and children and young people/pupils alike should encompass the following:

Summer clothing

When there's no shade around, the best way to protect skin from the sun is with loose clothing, a wide-brimmed hat and good quality sunglasses.

Pupils are encouraged to wear wide brimmed hats when outside and tops that cover their shoulders. They should also be allowed to wear UV protective sunglasses.

Breaks/lunchtimes and organised events, e.g. trips, visits and sports days:

Staff should seek to ensure that pupils spend time in the shade and not be exposed to direct sunlight between 11am and 3pm when the sun is at its strongest. Outdoor activities should be planned outside of these hours wherever possible e.g. Sport's Day in the morning.

Use shade available from buildings and trees wherever possible. Water is provided for students and parents to prevent dehydration.

Staff should take account of local weather forecasts.

Shade

Use should be made of shade around or in the school, and if appropriate the provision of temporary additional sun shades should be considered.

Seats and equipment should be moved to shady areas.

Sunscreen: current advice is that sunscreen should have a minimum sun protection factor (SPF) of 15 and be labelled "broad spectrum" to protect against both UVA and UVB rays. Sunscreen should be applied before arrival at school and to be effective needs to be re-applied regularly.

Primary/Infants/Nursery Schools

Pupils/students are allowed to bring appropriate, high factor sunscreen with them for re-application during the day, but this must be labelled and handed to their teacher in the morning.

Where parents/carers give their prior, explicit, written consent, teaching staff may supervise and assist with the application of sunscreen (this may be appropriate, for example, after swimming or PE lessons). Parents have been encouraged through our newsletters to apply the long lasting suncream which is now available in order to avoid having to reapply as often.

Resources for nursery and primary school teachers to use in the classroom have been developed by SunSmart and can be downloaded from the website.

(See risk assessment for more details)

Organisational Arrangements by Name and Responsibility

Premises, Security and Health and Safety Committee

Governors: Mrs Ros Booth
Mrs Caroline Prentice
Mr Peter van Duijvenvoorde
Mrs Sheila Madgwick
Mrs Julia Harman

Headteacher:
Mrs Kerri Phelps

Representatives of Employee Safety:

Cleaner in Charge: Mrs Ann Griffiths

Kitchen Staff: Mrs Ann Griffiths

Lunchtime Staff: Mrs Kerry Crump
Mrs Amanda Wilcox
Mrs Kath Dolloway

Health and Safety Co-ordinators
Julia Harman/ Peter van Duijvenvoorde

Deputy Health and Safety Co-ordinator
Mrs Kerri Phelps

Names, positions and duties of persons responsible for controlling each of the following:

Health Safety and Welfare Advice and Training

Central Safety Officer LEA

Fire Control/Emergency Evacuation

Brigade Fire Prevention Officer LEA

Fire Alarm testing

Kerri Phelps
Ann Griffiths

Emergency Lighting Testing

Kerri Phelps
Ann Griffiths

Reporting and Recording of Accidents etc.

Persons nominated for the documentation and Reporting of Accidents, Diseases, Dangerous Occurrences and Incidents of Violence

Kerri Phelps

Health and Safety (First Aid) Regulations 1981

Certified First Aiders

Peter van Duijvenvoorde
Sam Colledge
Sue Lambert
Ann Griffiths
Bernadette Bailey
(Paediatric 1st Aid)
Kerry Crump
(Paediatric 1st Aid)

Maintenance of contents of First Aid boxes

Amanda Wilcox

Field Trips, Expeditions and Visits

Co-ordinator Kerri Phelps
Assistant Co-ordinator Sue Lambert

Portable Electrical Testing

Co-ordinator for arrangements Jill Rose
Deborah Reader

Control of Substances Hazardous to Health

Shire Cleaning and
Shire Catering

Risk Assessment

Health and Safety Training Co-ordinator
(whole school) Kerri Phelps

Health and Safety Training

Kerri Phelps

Safety Audit

Kerri Phelps
Julia
Harman/Peter van
Duijvenvoorde

Equipment Safety Co-ordinators for

Science	Sam Colledge
D&T	Bernadette Bailey
Art	Bernadette Bailey
Home Economics	Bernadette Bailey
PE	Sam Colledge
Buildings and Environment	LA and Kerri Phelps

Statement of Responsibilities for Nominated Personnel

The School Governors

- Will be responsible in conjunction with the Headteacher to ensure that the School Safety Policy is reviewed and amended as necessary.
- Will make adequate financial provision for implementing the policy
- Will promote an interest in, and enthusiasm for, Health and Safety matters throughout the school.
- Will review Health and Safety at termly meetings of the Premises, Security and Health and Safety Committee
- Will carry out an annual Health and Safety Audit with the Headteacher

The Headteacher

- Will be responsible for the implementation of the School Safety Policy and will liaise with the Governors to ensure full compliance with its requirements;
- Will appoint persons as listed in the organisation to deal with the day to day issues on Health, Safety and Welfare;
- Will periodically review the policy and draft amendments to it whenever necessary;
- Will monitor the safety performance of the school and take such steps as may be necessary to improve performance;
- Will ensure that all employees are supplied with a copy of the statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are individually allocated;
- Will ensure that effective channels of communication and consultation with staff and safety representatives are maintained;
- Will be responsible for the formulation and execution of the Health and Safety Training Policy for staff, in order for them to undertake their work activity safely;
- Will ensure that a suitable and sufficient assessment of the risks to the health and safety of all persons on the school premises is carried out. The assessment to be recorded if the employees exceed five or more, together with the significant findings of the assessment and any group of employees identified as being especially at risk;
- Will promote an interest in, and enthusiasm for Health and Safety throughout the school;
- Will ensure that appropriate staff liaise with subject advisors and safety officers on health and safety matters;
- Will provide ongoing recommendations and present an annual report on Health and Safety to the Governors;
- Will be responsible for dealing with visits from the Health and Safety Executive Inspectorate. Inspectors do not have to make an appointment to visit and inspect the premises and have extensive powers under Section 20 of the Health and Safety at Work Act. They will expect to talk to the Headteacher on overall policy matters.
- Will be responsible for ensuring that all work station assessments are carried out in consultation with employees and their representatives. Eye and eye sight tests will be available to staff identified as 'users of display screen equipment' under the display screen equipment regulations.

Teaching Staff

- Will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of pupils and others who may be affected by what they do;

- Will co-operate with school management on matters of health and safety and will not interfere or misuse anything provided in the interest of health and safety;
- Will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Headteacher.

Support Staff

- Will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of pupils and others who may be affected by what they do;
- Will co-operate with school management on matters of health and safety and will not interfere or misuse anything provided in the interest of health and safety;
- Will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Headteacher.

Premises, Security and Health and Safety Committee

1. Terms of Reference

In conjunction with the Headteacher to monitor and generally keep under review the state of repair of the school buildings and to assist with this to establish any necessary reporting systems to allow staff, pupils and others where appropriate to bring to the attention of the Headteacher/Committee any items of concern.

2. Membership

The membership of the Committee will be six Governors comprising

Ex Officio 1
Other Members 5

Members of the committee, other than ex officio members, shall be reviewed annually at the Autumn Term meeting of the Governing Body.

The committee shall appoint its own Chair at its first meeting in each academic year.

The Head, any teacher Governor, or anyone else employed at the school appointed to the committee shall not be Chair.

In the event of a vacancy arising on the committee a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation.

3. Meetings

The committee will meet as and when necessary to fulfil its responsibilities and to meet any prescribed deadlines imposed or requested.

Meetings of the committee may be called by any members, provided that seven days notice is given to members with an explanation of the purpose of the meeting. Meetings will be held at least once a term.

4. Proceedings

The Committee shall be conducted in accordance with the Education (School Government) Regulations 1989 and any other Regulations or directions as may be issued from time to time.

A proper record (Minutes) shall be kept of each meeting which shall be presented to the next meeting of the Committee for approval and signature. Minutes (draft or confirmed) shall also be submitted to the next meeting of the full Governing Body for information. Reports/recommendations (as appropriate) including any prepared drafts shall be submitted to the next meeting of the full Governing Body for approval.

This Statement of Policy was approved by the Governing Body at their meeting on **3.6.15**

Signed _____ (Chair) _____ (Headteacher)