

HOLYCROFT PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

RATIONALE:

We must provide a safe and healthy environment for all the people using the school at all times. That provision is the responsibility of everyone concerned.

PURPOSES:

1. To do everything that is reasonable and practicable to reduce the risk to the health and safety of everyone concerned with the school.
2. To raise awareness to the possible dangers in and around school.
3. To establish and inform everyone of the procedures for taking appropriate action.
4. To ensure resources are made available to provide a safe and healthy environment.

GUIDE-LINES:

1. All members of staff should be responsible for cooperating with the Head and Governors to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
2. Health and Safety issues should be considered:-
 - a) in the ordering, storage, handling and maintenance of any materials and equipment.
 - b) in noticing the design, condition and state of the building.
 - c) in the deployment and movement of people.
3. Any concerns relating to Health and Safety should be :-
 - a) dealt with by the person identifying it, if this is reasonable and practicable.
 - b) reported to the appropriate member of staff (Senior Manager/Site Manager/Headteacher).
 - c) reported to the Governing Body by the Headteacher, if appropriate.
 - d) shared with all people concerned.
4. Reference should be made to Health and Safety Guidelines Manuals which are available in school.

5. Staff should ensure that all contractors and visitors have reported to the office.
6. Risk Assessments. The school will ensure that there are adequate risk assessments in all areas. These are available to all staff. Any trip outside school requires risk assessments which need to be signed and dated by the Headteacher before a visit proceeds on the required school template.
7. The school termly monitors the whole site and a Health & Safety risk analysis of all areas is undertaken inschool. The school regularly monitors all aspects of site management, Health & Safety issues including Legionnaires, COSH, fire, appliance testing (PAT), fire extinguisher, security and fire alarms. The monitoring is externally quality assured by teacher unions and Health & Safety representatives. The reports from these are scrutinised by Health & Safety governors and fed back to the full Governing Body.

CONCLUSION

This policy will be reviewed annually by the Governing Body.

