**St Francis’ Catholic Primary School**

**The Hill**

**Goosnargh**

**SCHOOL POLICY STATEMENT**

**HEALTH AND SAFETY POLICY**

The School Health and Safety Policy should be read in conjunction with:

* The Health & Safety at Work etc. Act 1974 and other Statutory Regulations;
* The Lancashire County Council Health and Safety Policy;
* The Lancashire Directorate for Children and Young People Health & Safety Policy;
* Guidance/Advice Notes;
* LEA Codes of Practice/HSE/CLEAPSS

- All of these documents are accessible on the Lancashire Schools’ Portal

**The policy comprises five sections:**

1. **Governors' Statement of Intent**
2. **General Statement of Health & Safety**
3. **Organisation for Managing Health and Safety within the School**
4. **Arrangements for Health and Safety**
5. **Monitoring Arrangements**

**SECTION ONE**

**GOVERNORS' STATEMENT OF INTENT**

**Statement of Intent**

The Governing Body of St Francis RC Primary School will so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work etc. Act 1974, relevant regulations, approved codes of practice, guidance notes, the Health and Safety Policies of the Lancashire Education Authority and with due regard to advice and information provided by the Authority's advisors. We therefore, will do what is reasonably practicable to exceed the minimum requirements within the resources that are available. The Governing Body will also ensure that systems are in place which will allow us to maintain, monitor and, where necessary, carry out risk assessments which will allow us to improve our safety performance.

The Governing Body will comply, as far as is reasonable, with arrangements and procedures made by the Lancashire Education Authority as part of its responsibilities as employer. In the case of lettings arranged by the Governing Body, they will ensure that appropriate health and safety arrangements are in place.

In return, the Governing Body expects all employees to exceed their minimum legal duties, which are stipulated later in the Health and Safety Policy. Included in this is the co-operation of all employees to assist the Governing Body in carrying out their obligations as required. Any necessary changes will be brought to the attention of all employees to assist in improving safety performance.

The Governors will ensure that:

* the LEA's HEALTH AND SAFETY POLICIES and Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis;
* the school produces its own safety policy to supplement the LEA's policies, and that the policy is annually reviewed;
* The Governors’ Business Committee acts as the School Safety Committee
* the Safety Policies will be brought to the notice of all employees;
* the school has considered its health and safety obligations and has made provision for meeting those obligations;
* the school's staffing structure appropriately reflects the responsibilities
* for carrying out the arrangements for health and safety;
* health and safety issues concerning the school are identified and appropriate action taken;
* regular safety reports are provided by the Headteacher so that safety arrangements can be monitored and evaluated;
* appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfil their duties;
* all reasonable facilities and information are provided to officers of the Directorate for Children and Young People, inspectors of the Health and Safety Executive and any other health and safety official as appropriate.

**SECTION TWO**

**GENERAL STATEMENT OF HEALTH AND SAFETY DUTIES**

**STATUTORY DUTIES**

1. The Health and Safety at Work etc. Act 1974 places duties on EMPLOYERS to safeguard, so far as it is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed such as pupils and visitors but who may be affected by work activities. Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations. In Foundation/Voluntary Aided Schools the EMPLOYER is the Governing Body. Any reference to the employer in this document is a reference to the Governing Body and not the Local Education Authority.
2. Persons who have CONTROL OF PREMISES have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees, e.g. pupils, and visitors and those using premises on a lettings basis.
3. EMPLOYEES have duties to take reasonable care to ensure that they work in ways which are safe and without risk to health both to themselves and other staff, pupils and visitors. They must also cooperate so that employers can comply with their statutory duties.

**LOCAL EDUCATION AUTHORITY**

The LEA will offer an advice and support service in the following ways. The:-

* issue of a HEALTH AND SAFETY POLICY;
* issue of Codes of Practice, Guidance/Advice Notes and other relevant information, as appropriate;
* provision of support and advice through a dedicated website and an email/telephone helpdesk;
* provision of a core training programme funded by the current buy-back arrangements and a broader training programme funded by course fees;
* provision of a monitoring system for schools;

**EMPLOYEES RESPONSIBILITIES**

All employees have a general duty under the Health and Safety at Work etc. Act 1974 to:-

* take reasonable care of their own safety and that of other persons;
* co-operate with the employer on health and safety matters to enable
* the employer to carry out their own responsibilities successfully;
* use correctly any equipment provided for their safety;
* report any defective equipment to the head, deputy or school secretary;
* report accidents or dangerous occurrences at the earliest possible opportunity;
* be familiar with and observe at all times all safety policies and procedures;
* take reasonable precautions to ensure the safety of all persons in their charge.
* to attend and fully participate in a health and safety course deemed as essential by the head teacher

**SECTION THREE**

**ORGANISATION FOR MANAGING HEALTH AND SAFETY WITHIN THE SCHOOL**

* The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school.
* Teaching and non-teaching staff holding posts/positions of responsibility have a general responsibility for the application of the School's Safety Policies within their own area of work and are directly responsible to the Headteacher for the application of all health, safety and welfare measures and procedures within their own department/area of work.
* Class teachers have responsibilities for the safety of pupils in their charge.
* All employees have a responsibility to take reasonable care of their own health, safety and welfare and that of other persons who may be affected by their acts or omissions while at work. They also have a responsibility to co-operate so that employers can comply with their statutory duties.

More detailed lists of the responsibilities of the Headteacher, teaching and nonteaching staff holding posts of special responsibility, and all employees are set out below.

The Headteacher may wish to delegate some functions to other staff or to reallocate duties to match the staffing structure of the school, but this will not affect the Head teacher’s overall responsibility for health, safety and welfare within the school.

**HEADTEACHER**

The Headteacher will ensure that:-

* policies and procedures with regard to health, safety and welfare matters within the school are established and approved by the Governing Body, and that the policies and procedures are known, read and followed by all members of staff, including temporary/supply staff;
* any health and safety matters raised, and guidance from the LEA, are brought to the attention of the Governing Body;
* regular reviews of the safe practice in lessons and playtimes in school are undertaken with appropriate action when necessary, and if action has to be taken this is reported to the Governing Body;
* accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken. Also, that reports and returns are submitted to the LEA and Church Authorities in accordance with the published procedures;
* adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with LEA guidance;
* training needs are identified and arrangements made for those needs to be met;
* necessary arrangements are made to ensure that Trade Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives;
* all parts of the premises and equipment for which the governors have responsibility are regularly inspected and maintained in safe working order;
* goods purchased comply with necessary safety standards and that all equipment purchased is safely installed.
* any unsafe items which are the LEA's responsibility are reported to the Directorate for Children and Young People and any item which constitutes a health and safety hazard is taken out of use;
* staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved;
* working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons on the premises;
* where contractors on site give rise to a health and safety incident e.g. the discovery of exposed asbestos, then proper supervision and control procedures are followed by the school;
* awareness and co-operation amongst staff with regard to health and
* safety matters is actively encouraged.

**TEACHING AND NON-TEACHING STAFF HOLDING POSTS OF RESPONSIBILITY**

Staff holding posts of special responsibility, i.e., Subject leaders, Bursar, Site Supervisor, are responsible to the Headteacher for the implementation of the Health and Safety Policy within their area of work. To fulfil their responsibilities they will assist the Headteacher by:-

* monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and pupils, and for making any necessary changes in practices and procedures;
* informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety;
* ensuring that staff and pupils are aware of emergency procedures, which should be regularly reviewed;
* ensuring that personal protective clothing and equipment is provided, worn/used and maintained as necessary;
* ensuring that adequate supervision is maintained at all times;
* ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.
* The Site Supervisor will assist the Headteacher in ensuring that health and safety implications are considered in connection with the security, cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.
* The Premises Manager/Bursar will assist the Headteacher where appropriate by advising on the health and safety implications of the purchase and maintenance of furniture and equipment and for ensuring that the health and safety aspects of the letting of premises arrangements are complied with.

**CLASS TEACHERS**

Teaching staff timetabled to be in charge of classes are responsible for assisting the Headteacher to:-

* ensure the safety of pupils, in their charge;
* ensure that children are well supervised during lesson time. Also, to ensure that there is adequate supervision during the ten minutes before school starts and during breaktimes (this will be managed on a rota basis)
* be aware of and adopt safety measures within their own teaching areas;
* follow safe working procedures personally;
* request protective clothing, guards, special safe working procedures etc. where necessary and ensure they are used;
* make recommendations to the Headteacher or subject leader on safety equipment or additions or improvements to plant, tools, equipment or machinery which is dangerous or potentially so;
* be aware of school and emergency procedures in respect of fire, bomb alert, accident, first aid, etc. and to carry them out.

**SCHOOL SAFETY COMMITTEE**

The School Safety Committee is the Governors’ Business Committee. The terms of reference of the Committee are to:-

* monitor the implementation of Health and Safety Policies and safety procedures throughout the school;
* review safety measures and to advise the Headteacher and Governing Body of any necessary changes to those measures;
* ensure that there are arrangements for the dissemination of information on health and safety matters to all staff and pupils;
* receive reports of accidents and dangerous occurrences and to draw the attention of the Headteacher and Governors to any necessary preventative/remedial action;
* receive reports from the LEA, safety representatives and external health and safety agencies;
* ensure that arrangements are in place to protect the health, safety and welfare of staff, pupils and visitors to the school, and to review these as necessary;
* receive audit and monitoring reports and advise the Governors and Headteacher of any necessary preventive and/or remedial action arising from those reports;
* assist in reviewing the School Health and Safety Policy and risk Assessments annually or as required.

**SAFETY COMMITTEE**

Under the Health and Safety at Work etc. Act 1974, an employer is required to establish a Safety Committee if requested to do so in writing by at least two Safety Representatives. To establish a Safety Committee there must be consultation with the Safety Representatives who make the request and with representatives of recognised trade unions whose members work in the workplace where the Committee will function. The Committee should be established within three months of the request.

**SECTION FOUR**

**INDUCTION NOTES FOR HEALTH AND SAFETY ST FRANCIS RC PRIMARY SCHOOL 2015/16**

**ARRANGEMENTS FOR HEALTH AND SAFETY**

This section deals with some of the arrangements for health and safety, and schools should insert their own arrangements for dealing with the following:

**Accident/incident reporting procedures**

For minor injuries (cuts & grazes) children are sent to the office for treatment by the admin staff. For suspected serious injuries and head injuries a first aider is sought to come to the scene and the child won’t be moved until the injury has been examined and it is decided that it is safe to move the child. A list of who have first aid qualifications are displayed in the staffroom. First Aid boxes are kept in the staffroom. In addition, there is a first aid box in the hall and kitchen. A defibrillator is kept on the wall beside the desk in the main entrance (once opened up this has a voice device which explains step by step what to do).

All teachers, support staff and welfare to complete minor accident form when necessary, which are available from the bursar. Copies of these forms will be kept at school until the child’s parent has read signed and returned the paper copy. Due to the Protection of Data Information Act these need to be kept in a secure location when members of the public are around school, e.g. during a PTFA event.

For more serious injuries parents should be notified verbally, depending on the severity of the injury this may be immediately after the accident or at the end of the school day.

Any injury which necessitates medical attention from a doctor or dentist requires the completion of a form which is online and submitted to Lancashire County.

For such incidents parents must be informed ASAP, but a child can be taken to hospital without first informing the parent if the situation demands instant hospital attention. In emergency situations and ambulance will be requested before anyone else is contacted (for example when the child has a suspected fracture or has experience an epileptic fit). If a child is sent to hospital it is the policy of our school for either the teacher or the Headteacher to give parents a follow up phone call in the afternoon / early evening to see how he / she is recovering. The equivalent of the HS1 Forms must be completed with the knowledge of the head teacher (or in his absence the next most senior teacher). For extremely serious accidents or near misses an RIGGOR form will be completed and sent to the Health and Safety Executive. All serious incidents are reported to the governors in the Head teachers’ Report to Governors.

We continually try to improve safety by ensuring staff and pupils identify hazards and know how to modify what they planned to do to reduce danger if the hazard cannot be removed. If we took away every possible hazard in the natural environment we would not be preparing children for the real world. We want our children to engage with nature, learn to cook and be ambitious in sports and games. The governors and senior management team actively encourage teachers to include trips and outdoor learning in the delivering of the new curriculum. Involving the children in risk assessing and giving them first training so they feel confident and resilient in new surroundings fits in with our ‘Pupil Entitlement’. Pupil Entitlement underpins our curriculum.

**Administration of Medicines**

Labelled asthma inhalers are to be kept in a designated location in a child’s classroom (this may vary from class to class, depending on the age and responsibility of the child). The teacher and the child must both know where the inhaler is kept. The child’s parents must ensure that the inhaler is in good working order and well labelled.

No teacher is under an obligation to administer any medicine during school time. However, if medicine needs to be taken under exceptional circumstances then this can be administered by a member of the office staff if there has been a written agreement made with the parent appropriate forms have been completed and the teacher has checked with the Headteacher is aware that this is happening. Please see our Administration of Medicines Policy.

If medicine is stored in a fridge it must be the fridge in the extension and must be clearly labelled with the child’s name and dose requirements provided by a medical professional.

If a staff member or child has symptoms of Vomiting and/or Diarrhorea, they must stay off work/school until they have been free from all symptoms for 48 hours. This is due to advice given from Public Health England.

**Car parking**

The car park is for the use of staff and volunteers working at the school and for visitors and contractors. Parents may use the carpark when dropping off and picking up children; however, due to the limited space and the presence of small children, they are expected to keep their time on the car park to a minimum.

**Contractors on site**

Contractors employed through Property Services (PROP) and other contractors are vetted by the LEA and informed of expectations set out by the LEA regarding health and safety. Whilst on site they are responsible for their own health and safety, but if any member of staff sees a contractor acting in a way which appears risky – either to themselves or to the people around then it is essential that the member of staff reports this immediately to either the head or the

deputy. If the head or deputy view the contractor as working in a dangerous manner, then he / she will ask the contractor to stop work and make the area safe and only continue with their work once the architect for the school has been contacted and sanctioned that the work continue as well as the head / deputy being satisfied that to their best knowledge the workman/woman is going to continue the work in a competent and safe manner.

If the contractors have been arranged through the diocese a similar procedure will take place if a member of staff reports a concern about safe practice. Contractors working through the school rather through the LEA or diocese are the responsibility of the school governors. When they are working on site the head will arrange that either her/himself or one of the Safety Team will be present whist they are at work, to oversee the arrangements for safety during the work (only low risk work will be arranged directly through school, e.g. putting up shelves / cabinets, low level decorating).

All contractors are requested to read appropriate Health and Safety documents held by the school and to ensure that they keep their tools and equipment away from children. The latest asbestos survey is available on request. St Francis RC Primary School has the following areas where asbestos is likely:-

* complete
* complete

Asbestos must not be disturbed (e.g. drilled into). If any asbestos is uncovered this must immediately be cordoned off and the area made out of bounds to all people until made safe by PROP Group who will be contacted by the head teacher immediately.

**Electrical safety and the use of portable electrical appliances**

All electrical appliances in school are annually checked by contracted electricians arranged through PROP. Appliances brought in from teachers’ homes should not be used in school.

**Emergency procedures, to include fire and bomb alerts, who to contact, arrangements for evacuation of buildings, assembly points, use of fire extinguishers.**

For these procedures see the ‘Critical Incident Plan’ a copy of which is kept on the notice board in the school office and a further copy is kept in the staff room. The Fire Policy, risk assessments, maps of fire equipment and evacuation plans are all available in the Fire Log Book.

**First Aid - first-aiders, the location of first aid boxes, etc.**

See Accident / Incident Reporting Procedures Above

**Hazardous Substances and COSHH**

Teachers and support staff must not bring in or use hazardous substances in school. All hazardous substances must be kept in the Caretaker’s Room which must remain locked and out of bounds for all pupils and volunteers at school.

The cleaners / caretaker is responsible for ensuring that COSHH guidelines are followed and any incidents of misuse or accident involving a hazardous substance is reported to the head teacher.

**Transporting Children**

Arrangements for coach hire for trips will be made by the school secretary who will choose a reputable company who offer a low price compared to similar companies. A copy of the insurance cover offered by the companies will be requested and held in the office before the day of the trip. If any company offers greater safety (e.g. through better seat belt availability) at a minimal cost (e.g. £50 for a £400 total hire cost) then this will be preferred. The arrangements for swimming are:-

* complete
* complete

If on any journey any member of staff raises concern about the safety of the driving or of a coach / mini bus then the coach company will not be used again by our school. Obviously, if the driving of the coach is putting the children in any danger then the most senior member of staff should ask the driver to stop the coach at the next safe place and alternative arrangements be sorted out, even if the trip has to be abandoned. It is the responsibility of the teachers on a coach to ensure that all children’s seat belts are fastened before the coach commences its journey and that the children are well behaved on the journey, ensuring that they do not distract the coach driver. Under no circumstances should a member of staff ask a driver to ‘hurry’ because the children might be late home.

Parents who kindly volunteer to transport children to and from matches or after school events will have their insurance certificates checked prior to the children leaving school premises. Booster seats are provided by school for children who are under 1m 35cm. A member of staff will always accompany the children to an event and ensure children follow rules and safety guidelines at the event. This member of staff will have with them emergency contact details for each child and the permission slips which parents have completed.

**Physical Education**

There are substantial notes which have been made from the nationally recognised BAALPE Safety Procedures in PE which have been being distributed to all staff who teach P.E. This guidance must be followed in all PE lessons. PE equipment is checked annually by a company chosen through the LEA. If any equipment is seen as faulty it will not be used and be removed from the hall if at all possible, until it has been made safe, or at least a clear label saying ‘Dangerous – must not use’. No jewellery should be worn in PE lessons.

**Playground safety**

Accidents do happen when children are running around and playing games in a confined area. However, risk of injury can be greatly reduced if there are clear rules at playtime and a high ratio of adults present, ensuring that rules are adhered to. It is essential that staff on duty stay vigilant and keep circulating around the playground whilst on duty. Most accidents (and disagreements) occur when a large number of children are playing with only one ball in a small space, or when there are lots of balls being used at any one time in a crowded area. Therefore, during the morning playtime when 214 children share the playground no balls are allowed. Rules regarding the use of balls and areas in which to play are different at lunchtime when there are far fewer children out at any one time. Also, when the children are allowed onto the field the freedom of choice of games and number of balls being used can also increase as there is so much space. Playtime rules are continually under review and when changes are made these are shared with the children in assemblies. The most up to date playtime rules are displayed on the staffroom notice board. Examples of some games which are never allowed include: British Bulldogs, play fighting, contact rugby / American Football, giving each other piggybacks.

**School visits and holidays**

School visits and holidays are very carefully considered by staff and require approval from the school’s Educational Visits Coordinator (EVC) and the head teacher (Type A visits). In addition, risk assessments for higher risk visits need permission to go ahead from the LEA as well as governors (Type B visits). For further details talk with the EVC which is currently the head teacher. Our EVC is Mrs Kerr.

**Security of premises**

The caretaker / cleaners are responsible for the locking up of all external doors and windows and setting the alarm. In addition, the gate is always locked. Other key holders of the school are responsible for securing the premises if they are working irregular hours at school, or opening the school up for a meeting or PTFA event. The entrance area and hall are the areas which hirers of the hall are responsible for locking. They must also set the school burglar alarm correctly.

**Slips and Trips**

If any adult sees a hazard such as a coat on the floor, or a pool of water on the hall floor, they must act on taking away this hazard as soon as possible. All the children in school are also encouraged to take responsibility for clearing possible obstacles along corridors. Nationally, slips and trips are the most common form of accidents and nearly all could be easily prevented.

**Manual Handling**

Injuries through manual handling are often caused through lifting heavy objects incorrectly. It is the duty of the member of staff to make a mental risk assessment of all situations of lifting and pulling. If they believe an object to be too heavy / awkward to lift they MUST NOT continue and should seek assistance or advice. The following principles should be followed:

1. To reduce the need for manual handling wherever possible, e.g. asking delivery people to place new equipment (e.g. new furniture) directly into the room where it is needed.
2. To break heavy loads up into two or three smaller loads before lifting / carrying (especially important when retrieving things from height, see Working at Height Policy).
3. Share the load – especially important for staff and children when moving PE equipment, including benches and mats.
4. Push and pull loads with correct posture and help if appropriate rather than lifting / carrying.
5. Use a trolley
6. Use correct technique for lifting
7. All members of staff and volunteers in school have a copy of the HSE short guide for Manual Handling and to read it.
8. Staff to complete an online manual handling course which is provided by Lancashire County Council.

Children should only be manual handled as a last resort. However, if a child is putting him/herself or others in danger or there is a risk that they will run away from school then they should be stopped and assistance asked for. It is essential that another member of staff is present as soon as possible and staff make a mental risk assessment of the situation, considering carefully their own safety first before intervening and whether handling will escalate the situation and / or reduce risk to those involved.

**Smoking policy**

No smoking is permitted on any school premises in England. This includes the field as well as the school building. This no smoking policy applies to all contractors, visitors and parents as well as staff at school. Anyone seen smoking will be asked to immediately put out their cigarette and if they refuse then they will be asked to leave the premises. This includes e-cigarettes’

**Wearing of Jewellery and P.E. Kits**

Jewellery worn by children is not encouraged and not permitted during PE lessons. A necklace worn over the school jumper is not allowed and neither are bracelets. The only forms of earrings allowed are studs. These need to be taken out for lessons where it is likely to catch on other children or on equipment. Decisions over when they may be simply covered with plasters is purely at the discretion of the class teacher. It is important that children partake in as many PE lessons as possible. It is the parent’s responsibility to ensure a child has their PE kit in school, though in Years 5 and 6 the children should take ownership for this responsibility.

**Working at Height Policy and the Use of Ladders**

This is an essential policy for all staff to read. No volunteers or visitors should work at height in school and contractors need to use their own ladders when working on site (with the exception of the ladder into the loft).

**Further Information**

The attention of staff should be drawn to the Health and Safety File which is kept in the staffroom which contains every day risk assessments specifically written for St Francis RC Primary School, the Guidance and Codes of Practice, the School Safety Manual, the COSHH Register, and various circulars/memoranda issued by the Local Education Authority. These should be read in conjunction with the instructions and information contained in this Safety Policy.

**SECTION FIVE**

**MONITORING ARRANGEMENTS**

**All staff and volunteers working at St Francis RC Primary School must read and sign that they have read this Health and Safety Policy. This register is kept at the entrance desk.**

The Governing Body has primary responsibilities as employer in respect of the Health and Safety at Work Act 1974, and will seek to implement health and safety instructions and advice issued by the LEA.

In order to assist Head teachers to manage their responsibilities, Health and Safety Monitoring must take place on a regular basis and a Monitoring Report must be submitted to the Governing Body, to the LEA and Church Authorities annually. All serious incidents will be reported to governors in the Head teacher’s Report which is written every term and shared at governors’ meetings.

The Monitoring and Safety Audit reports will form part of the arrangements for the development, monitoring and review of health and safety policies, along with information from Safety Inspections, matters raised at the County Health and Safety Committee - Schools; Accident Reports, and returns and information from any other sources.

Safety audits may be also initiated and undertaken by the LEA Health and Safety Officer where the LEA monitoring procedures indicate possible shortcomings in the school's health and safety system. The Governing Body and Headteacher will be notified in advance of the audit.

Part of the monitoring process will be inspections by contractors to ensure the safety of goods or equipment, for example, the annual inspection of all portable electrical equipment, or local exhaust ventilation (LEV) systems.

All inspections will normally be by prior appointment with the Headteacher well in advance unless there is a matter requiring urgent attention. Governing Bodies may wish to consider having a member of the appropriate Committee present at such inspections. A Premises Manager’s Statement of Compliance is kept up to date by the head teacher, with assistance from a representative of PROP. It is PROP who arrange for all the necessary annual checks, such as PAT testing (electric current and appliances), legionella (though the caretaker has regular duties for this too), asbestos surveys, PE equipment, Fire Alarm, lighting & fire extinguishers.

**COUNTY HEALTH AND SAFETY COMMITTEE - SCHOOLS**

This Committee deals with all aspects of health, safety and welfare in relation to schools and also has an important monitoring function which will contribute to the LEA's arrangements to ensure compliance with the Health and Safety legislation and to the regular reviews of its Health and Safety Policies.

**COUNTY HEALTH AND SAFETY COMMITTEE – SCHOOLS CONSTITUTION**

**1. MEMBERSHIP**

Two representatives of each of the following: Association of Teachers and Lecturers, National Association of Head teachers, National Association of School Masters Union of Women Teachers, National Union of Teachers, Secondary Heads Association, UNISON. Named substitutes allowed to attend.

**Officers/Advisers:**

Health and Safety Manager (Chair), Schools Personnel Services Manager, Buildings and Development Officer, Health and Safety Officer (ex officio). Other representatives of Associations, Officers and Advisers to attend as appropriate.

**2. MEETINGS**

Meetings will be held at least five times a year and will not be cancelled or postponed except in exceptional circumstances. Additional meetings will be convened as necessary. Dates of meetings for the following academic year will be arranged at the last meeting in each academic year. Minutes and agendas of meetings will be circulated to all members of the Committee at least one week before the date of the next meeting, along with all other relevant papers. Management will service the committee. Any party may put items on the agenda by giving notice 14 days before the date of the meeting.

**3. OBJECTIVES**

(a) To keep under review the measures taken to ensure the health, safety and welfare at work of employees in nursery, primary, secondary and special schools and related units and centres.

(b) To promote co-operation between the Authority and employees in instigating, developing, carrying out and monitoring the effectiveness of measures to ensure the health, safety and welfare of employees.

(c) Within the above objectives the Committee will undertake the following specific functions, although this does not preclude consideration of any other aspects of health, safety and welfare:

(i) The study of safety audit reports and accident and notifiable illness and disease statistics and trends, to assist in identifying unsafe or unhealthy working conditions or practices, together with recommendations for corrective action.

(ii) Assistance to institutions in the development of health and safety policies and safe systems of work.

(iii) The arrangements for and monitoring of health and safety training, with a watch on effectiveness of the safety content of employee training.

(iv) To ensure that arrangements for health and safety monitoring and inspections in schools are effective.

(v) To consider arrangements for implementing new health and safety legislation.

(vi) To consider reports submitted by Safety Representatives.

(vii) To give effective publicity to decisions and recommendations of the Committee.

(viii) To ensure speedy decisions by management on the Committee's recommendations and to ensure that the recommendations are translated into action.

(ix) The presentation of reports on appropriate health and safety matters to the Education and Cultural Services Committee, Teachers' Consultative Committee, Local Joint Committee or other appropriate committees.

(x) Link with the appropriate enforcing authority.

**4.** The constitution of the Committee will be reviewed annually.

**SAFETY REPRESENTATIVES**

**NB:** A member of staff appointed by the management of the school/establishment to assist with day to day health and safety management, is a Safety Co-ordinator, **not** a Safety Representative appointed under the Regulations.

1. **APPOINTMENT OF SAFETY REPRESENTATIVES**

Recognised Trade Unions may appoint Safety Representatives from amongst the employees and should notify the employer in writing of any such appointment.

2. **PROVISION OF FACILITIES FOR SAFETY REPRESENTATIVES**

The employer will allow Safety Representatives such time off work with pay as is necessary to perform their functions and for undergoing training in respect of those functions as may be reasonable in all the circumstances.

3. **RIGHTS AND FUNCTIONS OF SAFETY REPRESENTATIVES**

(a) **Representing Employees in Consultations with the Employer or With the Health and Safety Executive.**

The Health and Safety at Work Act requires employers to consult Safety Representatives with regard to the making and maintenance of arrangements for effective co-operation in promoting and developing measures to ensure Health and Safety at Work and in regard to monitoring those measures. Those arrangements shall include:

- the introduction of any measures at the workplace which may substantially affect the health and safety of the employees the Safety Representatives concerned represent;

- the arrangements for appointing or nominating competent persons in accordance with the Management of Health and Safety at Work Regulations 1992;

- any health and safety information he/she is required to provide to the employees the Safety Representatives concerned represents by or under the relevant statutory provisions;

- the planning and organisation of any health and safety training they are required to provide to the employees by or under relevant statutory provisions;

- the health and safety consequences for the employees of the introduction of new technology into the workplace.

(b) **Hazards, Dangerous Occurrences and Accidents**

Safety Representatives may investigate potential hazards and dangerous occurrences and examine the causes of accidents at the work place and make appropriate representations to the

Governing Body or the LEA. Safety representatives may carry out investigations following notification of accidents provided it is safe to do so.

(c) **Complaints**

Investigation of complaints by any employee he/she represents relating to that employee's health, safety and welfare at work and make representations to the employer.

(d) **Inspection**

Safety Representatives can inspect the workplace every three months, providing that the employer is given reasonable notice of their intention to do so; and when there has been a substantial change in conditions of work regardless of whether an inspection has been carried out in the preceding three months.

The employer shall provide reasonable facilities and assistance for these inspections and for private discussion between Safety Representatives and employee about the inspections. The employer is entitled to have a representative present during the inspection.

(e) **Receiving Information**

Safety Representatives are entitled to receive information and reports from Health and Safety Inspectors when these are provided.

**Review**

This policy shall be reviewed every 2 years.

Reviewed and adopted January 2016