

Red Row School

Health and safety policy

This health and safety policy statement sets out how this school manages health and safety.

Statement of general policy

This school is committed to:

- controlling health and safety risks arising out of our work activities as far as possible
- consulting employees on matters affecting their health and safety
 - providing and maintaining equipment
 - ensuring that substances are handled and used safely
 - providing information, instruction and supervision to employees
- ensuring that all employees are competent to do their tasks, and giving them sufficient training
 - preventing accidents and cases of work-related ill health
 - maintaining safe and healthy working conditions
- reviewing and revising this policy as necessary at regular intervals

Responsibilities

The employer has overall responsibility for health and safety.

The safety representative has day-to-day responsibility for ensuring the policy is put into practice.

Functions may be delegated to people in each area of the school to ensure health and safety standards are maintained or improved in their area. Their job descriptions include their specific responsibilities. The school aims to ensure that they are competent to undertake their health and safety responsibilities and that they have adequate resources to enable them to do the job properly.

All employees should:

- cooperate with managers and safety representatives on health and safety matters

- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety

Employees have legal responsibilities to take care of the health and safety of themselves and others, and to cooperate with the employer to help the school comply with the law. Equally, if employees have any concerns over health and safety issues, they should be clear about whom they should tell, so that concerns can be addressed.

Health and safety risks arising from work activities

An assessment of the risk to the health and safety of anyone who may be affected by the school's work activities will be undertaken by the safety representative in the appropriate area of the school. The aim is to enable the employer to decide whether more needs to be done to comply with the law.

(Management of Health and Safety at Work Regulations 1999).

Key areas to be considered are:

- Asbestos • Slips, trips and falls
 - Chemicals • Stress
- Confined spaces • Substances hazardous to health
 - Display screen equipment • Temperatures
 - Electricity • Transport
 - Falling objects • Vibration
- Fire and explosion • Violence to staff
- Machinery (including guarding) • Work equipment
 - Working alone • Noise
 - Working environment.

Safety representatives and employees should be involved in risk assessments.

Significant findings of the risk assessments are recorded in a risk assessment file.

(This policy statement only records the arrangements for ensuring that assessments are done, and kept up-to-date.)

The safety representative and

the employer are responsible for taking the necessary action to remove or reduce the risk as far as is reasonably practicable. Assessments will be reviewed at regular intervals or when the work activity changes, whichever is the sooner.

Consultation with employees

The employer is committed to consulting employees and provides consultation on a regular basis. If employees are part of a recognised trade union and it has appointed a safety representative, the employer will consult them on matters affecting the employees they represent, as outlined in the Safety Representatives and Safety Committees Regulations 1997.

If there are no trade unions, the employer will consult employees, either directly or through an elected representative, as required by the Health and Safety (Consultation with Employees) Regulations 1996.

A regular staff meeting is used as a forum for consultations.

Safe plant and equipment

The school undertakes to ensure that all plant and equipment that requires maintenance (for example, electrical equipment) is identified and that the maintenance is done (for example, servicing, regular checks).

Records will be filed.

Safe handling and use of substances

The school is committed to assessing the risks from all substances hazardous to health which are used during, or generated from, work activities, as required by the Control of Substances Hazardous to Health Regulations 1999 (COSHH assessments). The assessment identifies any health risks, and if there is a risk, the school will take steps to remove or control the risk.

Members of the school will be appointed to be responsible for:

- identifying all substances which need COSHH assessments
 - undertaking COSHH assessments
- ensuring that all actions identified in the assessments are implemented
- ensuring that all relevant employees are informed about the COSHH

- assessments
- checking that new substances can be used safely before they are purchased.

Assessments will be reviewed at regular intervals or when the work activity changes, whichever is sooner.

Information, instruction and supervision

The Health and Safety Information for Employees Regulations 1989 require the school to display a poster or to provide leaflets telling employees what they need to know about health and safety.

Employees are provided with access to competent advice in-house or, if not available, through consultants or their trade union.

Young workers, trainees or students on work experience should be properly instructed and supervised. Specific risk assessments for young people will also be conducted, taking account of their inexperience, lack of awareness of risks and immaturity, as required in the Management of Health and Safety at Work Regulations 1999.

If employees from this school go to work for another employer on the school's behalf, the school will check that they are given relevant health and safety information for that location by that employer.

Members of the school will be appointed to be responsible for:

- issuing health and safety leaflets and displaying the health and safety law poster
 - giving health and safety advice
 - supervising and monitoring young workers/trainees
- ensuring that employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

All employees are given health and safety induction training when they join this school. This covers basic health and safety, such as first aid and fire safety.

For those employees whose job poses a specific risk, training is provided, which includes the health and safety aspects of the job. Health and safety training is also provided for employees when risks change or periodically - for example, if skills do not get used regularly.

Red Row First School

Records of all training are kept to show that employees have received training.

These training records are monitored periodically so that refresher training is given when necessary.

Members of the school will be appointed to be responsible for:

- providing induction training for all employees
- providing job-specific training as appropriate
 - • keeping training records
- identifying, arranging and monitoring training.

Accidents, first aid and work-related ill health

First aid boxes are provided throughout the organisation and the appointed first aiders have responsibility to take charge of first aid requirements. Providing immediate first aid can prevent minor injuries becoming major ones.

All accidents and cases of work-related ill health are to be recorded in the accident book. The school will also report serious accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Members of the school will be appointed to be responsible for:

- keeping first aid box(es)
- ensuring that there are appointed first aiders.
- recording accidents and cases of work-related ill health in the accident book
- reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

The school checks working conditions and systems of work on a regular basis. Members of the school have responsibility for carrying out inspections, submitting reports, doing spot-check visits and conducting safety representative inspections.

Trade union safety representatives have the right to carry out inspections and investigate accidents.

Red Row First School

The school is committed to investigating any accidents or sickness absences that occur.

Members of the school will be appointed to be responsible for:

- investigating accidents
- investigating work-related causes of sickness absences
- acting on investigation findings to prevent a recurrence.

Emergency procedures - fire and evacuation

The school carries out regular fire risk assessments, following guidance from the local fire service. Fire escape routes, extinguishers and alarms are regularly checked. A routine in case of fire or any other emergency evacuation is provided in every office in the school.

Alarms and emergency evacuation procedures are tested regularly.

Members of the school will be appointed to be responsible for:

- ensuring that the fire risk assessment is undertaken and implemented
 - checking escape routes at regular intervals
 - maintaining fire extinguishers
 - testing alarms
 - testing emergency evacuation.

Policy monitoring and review

This policy will be reviewed annually to assess its effectiveness. The policy will be promoted and implemented throughout the school.