

Chesnut Lodge School Health and Safety Policy

Chesnut Lodge School is committed to providing a safe and healthy environment for the school community. The school will ensure that:

- ❑ All legal requirements are met under both health and safety and fire legislation
- ❑ All advice and guidance provided by the LA in relation to health, safety and welfare is implemented or that systems equally or if not more effective are in place.
- ❑ The school is proactive in identifying hazards and managing risks relating to the pupils, employees, parents, contractors, members of the public, premises, equipment and both curriculum and extra-curriculum activities.

The employer – Halton Borough Council is ultimately responsible for health, safety and welfare at Chesnut Lodge.

To establish a robust system for managing health, safety and welfare in school, the following responsibilities will have been allocated:

Governors

- The Governing Body will ensure that the school implements a health and safety management system based upon the advice and guidance provided by the LA or a competent¹ health and safety practitioner.
- In their decision-making capacity, governors will show due diligence by ensuring that where significant health and safety concerns arise, appropriate resources (human, financial, time) will be made available.
- The Governing Body will be kept informed of:
 - ❑ Health and Safety policies adopted;
 - ❑ Health and safety related advice and guidance provided by the LA;
 - ❑ The findings and actions arising from premises, fire, stress, occupational and curriculum-related risk assessments;
 - ❑ Any hazards identified outside of the risk assessment process;
 - ❑ Significant accidents and their causes and any actions taken or recommended to prevent future incidents;
 - ❑ The findings of the LA health and safety review and any recommendations translated into a school action plan;
 - ❑ Health and safety issues arising from the termly checks by the Premises Sub Committee.

Head teacher:

The Head teacher has responsibility for the daily management of health and safety:

- ❑ Ensuring there are relevant Policies meeting the requirements of Health and Safety legislation;
- ❑ Ensuring that all categories of risk assessment² are carried out at recommended intervals, as required by the Management of Health, Safety and Welfare at Work Regulations, 1999;

¹ "competent" requires Corporate Membership of the Institute of Occupational Safety and Health (MIOSH)

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- ❑ Ensuring that any actions arising from risk assessments are put into a time-bound action plan;
- ❑ Monitoring the implementation of action plans arising from both risk assessments and the health and safety review process;
- ❑ Delegating clear roles and responsibilities for health and safety functions;
- ❑ Identifying and supporting the provision of relevant health and safety training for school employees;
- ❑ Attending any training for Head teachers that is recommended by the LA;
- ❑ Ensuring that contractors have sight of the school's asbestos register before commencing work;
- ❑ Providing a safe working and learning environment;
- ❑ Ensuring that all activities are carried out safely;
- ❑ Communicating health and safety information;
- ❑ Investigating and recording accidents;
- ❑ Managing fire safety and safe escape routes; and
- ❑ Providing health and safety information to new employees upon induction

Local Authority

The LA is responsible for:

- ❑ Providing model Health and Safety Policies in meeting the requirements of Health and Safety legislation;
- ❑ Providing advice and guidance to support schools in meeting the requirements of Health and Safety legislation;
- ❑ Providing support in the investigation of significant accidents;
- ❑ Ensuring that schools are provided with up to date information on legislative changes;
- ❑ Providing Health and Safety training and where necessary identifying specialist course providers; and
- ❑ Monitoring the implementation of the LA guidance.

Phase Leaders

Phase Leaders are responsible for ensuring that:

- ❑ Activities within their phase are carried out safely;
- ❑ Any significant risks are identified and adequately controlled;
- ❑ Where appropriate, specialist guidance is followed e.g. BAALPE for Physical Education and CLEAPSS for science and design and technology;
- ❑ All staff in the phase are aware of safe practices and procedures;
- ❑ Systems are in place for the phase to monitor Health and Safety performance;
- ❑ Thorough accident investigations are carried out for all curriculum related accidents; and
- ❑ Accidents are reported according to the requirements of the LA

All Employees

Employees are responsible for:

- ❑ Their own health and safety and that of pupils, colleagues and any others who may be affected by their work;
- ❑ Reporting any identified hazards;

² risk assessments are required for: The premises, fire, occupational, stress, educational visits, curriculum activities e.g. Science – refer to Section 2 of Health and Safety Guidance for Schools

- ❑ Co-operating with the employer by following the Health and Safety Guidance
- ❑ Taking ‘immediate corrective action’ where any dangerous or harmful situations arise or are identified, in order to protect their own and the safety of others,; and
- ❑ Being familiar with relevant sections of the Health and Safety Guidance provided by either the LA or the school’s “competent advisor”

Consultation and Communication

The Head teacher and governing body will ensure that there is a two-way communication system for all health and safety matters by having health and safety as a standing item on the agenda of staff and phase meetings. Trade Union representatives and employees are invited to take an active role in the management of health and safety in school.

The governors will also be informed of health and safety issues as required by the LA during the meeting of the full governing body.

Written by: Mrs H Austin (HBC format amended for CL)

Agreed at staff meeting: 4.1.18

Ratified by Governors: Spring 18

Due for review: Spring Term 2019

Signed: _____ (Headteacher)



(Chair of Governors)

Version Control	Date released	Date effective	Approved by	Amendment
1	Spring 2016	January 2017	All staff and governors	New policy created
2	Spring 2018	January 2018	All staff and governors	None required

HEALTH AND SAFETY ARRANGEMENTS

Overall and final accountability for health and safety within the school is:

Heather Austin (Headteacher)

STATEMENT OF GENERAL POLICY	NAMES	ACTION/ARRANGEMENTS
Appropriate staff are given health and safety responsibilities	Heather Austin	<p>Educational Visits Coordinator and Deputy EVC – Nikki Murphy, Heather Austin</p> <p>Buildings, building maintenance and management of building contractors Heather Austin and Governing Body – overall responsibility Shane Saunders – Premises Officer</p> <p>Sports Equipment – Heather Austin (ensures annual checks take place) Curriculum lessons / pupil risk assessments – Class Teachers</p> <p>Moving and Handling Risk assessments and selection of appropriate slings – Liz Hughes, Simone Clare</p> <p>Equipment and equipment maintenance Class teachers Shane Saunders SLA with Halton eg: for PAT testing Contracts with external companies eg: for PE mats and equipment, playground equipment, lighting, fire, automatic doors etc.</p> <p>Supporting Pupils with Medical Needs Anne Butchard</p>
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Heather Austin supported with advice and guidance from Halton LA Health and Safety Team.	<p>Relevant risk assessments completed where necessary and actions arising out of those assessments implemented. The risk assessments will include:</p> <ol style="list-style-type: none"> Occupational for staff including, Teachers/Support Assistants Midday assistants Manual staff

STATEMENT OF GENERAL POLICY	NAMES	ACTION/ARRANGEMENTS
		<p>Office staff Pupils Manual Handling First Aid Needs Stress COSHH Violence and aggression</p> <p>2. Building and Environments including, Fire Premises Classroom Security School Kitchen Playgrounds Legionella Sun Ladder Safety Checklist</p> <p>3. Others arising from individual risks, Workstations (DSE) Sun SEN Lone Working Mini Bus Pregnancy COSHH</p> <p>4. Activities Sports Educational Visits</p>

STATEMENT OF GENERAL POLICY	NAMES	ACTION/ARRANGEMENTS
		<p>Keeping Animals</p> <p>These are reviewed every year, or earlier if working conditions change.</p>
To provide adequate training to ensure employees are competent to do their work.	Heather Austin	<p>All staff given necessary health and safety induction with signed records.</p> <p>As identified or recommended, provided with appropriate training including,</p> <ol style="list-style-type: none"> 1. General health and safety 2. Risk Assessment 3. Fire (general) 4. Medical & Administration of Medication 5. First Aid 6. Work at heights 7. Manual Handling 8. DCRT 9. COSHH 10. Science & DT 11. Managing Conflict 12. Visit Leader 13. Others as identified <p>Records will be maintained of the training to ensure that they are reviewed and refreshed when required.</p>
To communicate, engage and consult with staff on health and safety conditions	Heather Austin	<p>Systems for ensuring that health and safety information is communicated to staff include: Staff meetings, minutes of staff meetings sent to all staff, policies, training. Standing agenda item for all staff, phase, governor and leadership team meetings.</p> <p>Staff are routinely consulted on health and safety matters as they arise but also formally consulted at staff meetings</p> <p>The Governing Body have been made aware of health and safety matters formally at Governing Meetings</p>

STATEMENT OF GENERAL POLICY	NAMES	ACTION/ARRANGEMENTS
To provide advice and support on occupational health issues	Heather Austin	Occupational Health support is provided through NHS 5 Boroughs Partnership.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Heather Austin Checks by Shane Saunders eg: Emergency Lighting, fire alarms etc.	Evacuation plans including fire, bomb, critical incidents are, <ul style="list-style-type: none"> - prepared, - communicated to staff, - tested from time to time (including termly fire drills); and - updated as necessary. Escape routes well signed and kept clear at all times.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Heather Austin Shane Saunders Training by external providers when appropriate.	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances
To record and investigate accidents / incidents	Named First Aiders: Mandy Evans Gail Goble Eileen Campbell Glynis Jones, Sue Rathbone (Paediatric) All staff are trained tri-annually on Emergency First Aid and choking. Named person who reports under RIDDOR: Heather Austin	In the event of accidents / incidents; to ensure that initial actions are taken and they are subsequently recorded and investigated. To ensure that, if required, they are reported to the HSE as required under RIDDOR,

*Reviewed by: Mrs H Austin
Ratified by governors:*

*Agreed at staff meeting:
Due for review: Spring Term 2019*

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Signed: _____ (Headteacher) _____ (Chair of Governors)

Version Control	Date released	Date effective	Approved by	Amendment
1	Spring 2013	June 2013	All staff and governors	Update current policy (HA)
2	Summer 2015	June 2015	All staff and governors	Update of current policy (HA)
3	Spring 2016	February 2016	All staff and governors	Update of current policy (HA)
4	Spring 2017	January 2017	All staff and governors	New policy following authority advice.
5	Spring 2018	January 2018	All staff and governors	Minor updates of staff responsibilities