



## MONKS ELEIGH CEVC PRIMARY SCHOOL

### **Health and Safety Policy**

*From our Mission statement:*

*Monks Eleigh CEVC Primary School seeks to create a distinctive Christian community where everyone is respected and valued. We strive to provide a safe, happy and healthy environment where all children are able to learn because they are supported and encouraged to achieve their potential.*

#### **POLICY STATEMENT**

It is the policy of Monks Eleigh CEVC Primary School to provide and maintain, as far as is reasonably practicable, safe and healthy working conditions, safe equipment and safe systems of work for all its employees and pupils; and to provide such information, training and supervision as might be needed for this purpose.

It is the further aim of the School to

- Educate children, staff and visitors in safe working practices and good working habits.
- Promote an ethos of responsibility and awareness concerning Health and Safety.
- Establish routines, systems and good working practices that lead to effective implementation of this Policy

The School will also appoint competent people to assist the Headteacher in meeting their Statutory Duties under the Health and Safety at Work Act 1974 and other Regulations at all times.

All employees have a duty to co-operate with the Headteacher to achieve a safe and healthy workplace. They will take reasonable care of themselves and others to ensure that everything reasonably practicable is done to prevent personal injury or damage to property wherever they may be working.

It is the duty of all employees to report any unsafe conditions or incidents to the Headteacher to enable proper action to be taken to prevent an accident occurring

The School also accepts responsibility for the health and safety of other people connected with its activities (contractors, parents and visitors to the school premises).

The policy will be applied fairly and without exception. It will be reviewed regularly and revised as necessary.

#### **FIRSTAID**

- The School will maintain suitable numbers of first aid personnel, to deal with accidents and medical emergencies at the School. These people will have sufficient training and qualifications in accordance with statutory requirements.
- The first aid boxes are located in the staff room.

#### **ACCIDENT/INCIDENT REPORTING**

- All accidents and incidents including "near misses" must be reported to the Headteacher by completing the Accident/Incident Report Sheet/Book.
- Where necessary a detailed School report will be completed by the Headteacher.
- In the event of a major accident or dangerous occurrence as defined under HSE regulations, the School must notify the HSE on form F2508. Lost time over 3 days must also be reported on F2508 and be forwarded to the HSE.
- When a reportable accident/incident has occurred the Health and Safety Manager will be informed immediately and may conduct the investigation personally

## **RISK ASSESSMENTS**

- It is the policy of this School to carry out Risk Assessments on all activities to identify any potential hazards. Specific Risk Assessments will be required in the case of a pregnant employee; work experience student and workers on site as well as out of school visits
- Nominated Risk Assessors will receive appropriate training to ensure their competency to carry out risk assessment/
- Once identified, such hazards will be brought to the attention of the employees concerned.
- The School recognises that there may be occasions when specialist advice is necessary. In these circumstances the services of a competent external advisor will be obtained.

## **CHECKS**

- Regular Health and Safety checks will be made by the Health and Safety Committee and reports made to the Governing Body.
- All external workers on site will be made aware of any potential hazards and will similarly notify the School of any hazards from equipment etc they are using.
- All external workers will see the Asbestos Register (from 1/4/04)
- There is a regular check of all electrical appliances in use on the premises as well as playground equipment.
- The School will display notices warning of specific dangers.

Signed:

Jane Taylor

Headteacher

Martin Bowers

Chair of Health and Safety Committee

Alison Russell

Chair of Governors

Date: September 2010