

ASTON LODGE PRIMARY SCHOOL

Health and Safety Policy

To be reviewed annually

Introduction

The issue of health and safety at Aston Lodge Primary School is of paramount importance. The welfare and comfort of the staff, pupils, parents and visitors to the school is vital and everyone connected with the school should have an awareness of the policy and its importance.

There is much relating to health and safety within the risk assessment document for the school and this policy should be read in conjunction with that document.

Aims

- To provide a safe, comfortable, attractive and healthy environment in which to work and learn
- To constantly monitor and evaluate the policy and procedures in place
- To ensure that all in a position of responsibility are aware of just what that responsibility is and have the training and up to date information necessary
- To ensure that health and safety procedures, derived from relevant advice and legislation are adhered to
- To ensure that all staff are consulted on issues relating to health and safety
- To constantly work to prevent accidents and work related ill-health

Procedures:

Fire:

- Every room in the school will have a copy of the instructions in the event of a fire
- The fire alarm will be checked every week by the Site Manager
- A fire practice will be held every term and monitored by the Health and Safety Officer
- The school will maintain an adequate supply of fire fighting equipment, as recommended by the fire service
- This equipment will be checked each year by the Fire Service
- The security co-ordinator is the Head Teacher
- The deputy security co-ordinator is the Deputy Head Teacher

C.O.S.H.H. Regulations

- All regulations regarding the storage of materials for cleaning etc. will be adhered to by all members of staff, particularly the site manager and cleaning staff
- All regulations regarding lifting and carrying will be adhered to by all members of staff
- All regulations regarding work practices e.g. the use of ladders will be adhered to by all members of staff
- All staff will give regard to C.O.S.H.H. regulations
- The Site Manager and Senior Cleaner will be responsible for identifying substances which need a COSHH assessment and for undertaking those assessments

- All issues should be reported to the Head Teacher who is responsible for ensuring that relevant employees are informed of COSHH assessments
- Any risks to health should be removed or controlled
- Assessments will be reviewed annually and when necessary

Safe Plant and Equipment

- The Site Manager along with the Head Teacher will be responsible for identifying all equipment/plant requiring maintenance and ensuring maintenance is carried out
- A log of maintenance will be kept
- The Site Manager will be responsible, along with the Head Teacher, for ensuring that new equipment/plant meets health and safety standards
- Any problems found should be reported to the Site Manager

Work on Site

- All work carried out on site will be by qualified practitioners with their own insurance
- Work carried out as part of a LEA contract will be assessed by R.T.C.
- All workers on site will be expected to register and follow C.O.S.H.H. regulations

Risk Assessments

- There is much relating to health and safety within the risk assessment document for the school
- The risk assessment for the school site, taking into account all areas of the site and usage will be reviewed annually to ensure that all is done to ensure health and safety and all legal requirements are adhered to
- This will be carried out by the person responsible – at present the Headteacher
- The findings of the risk assessment will be reported to the Governing Body who will assess and approve the required action
- The site manager will be responsible for ensuring any action required is implemented and the Headteacher will be responsible for ensuring that any risk has been reduced or removed
- Risk assessments for educational activities such as P.E., visits etc. will be read before an activity, updated to suit a specific purpose or if a risk assessment does not exist one will be carried out, recorded and filed for future use
- No activity should be carried out with just a generic risk assessment – e.g. a cover-all for educational visits is not acceptable

Monitoring

- The Headteacher and Health and Safety Officer for the school will review procedure annually
- The Health and Safety Officer will review the Risk Assessment annually
- The Governing Body will carry out an annual site inspection
- The Health and Safety Officer will investigate any accidents and work-related causes of sickness
- The Governing Body will receive a report and inspect the site annually
- The LEA will carry out a health and safety inspection according to their own timetable
- All relevant equipment, P.E. and electrical will be checked and upgraded as necessary annually by qualified practitioners.

