

# **HEALTH AND SAFETY POLICY STATEMENT 2017**

**Health and safety at Work etc Act 1974**

**This is the Health and Safety Policy Statement of**

**Saint James Primary School**

**Our Statement of general policy is:**

- **To provide adequate control of the health and safety risks arising from our work activities;**
- **To consult with our employees on matters affecting their health and safety;**
- **To provide and maintain safe plant and equipment;**
- **To ensure safe handling and use of substances;**
- **To provide information, instruction and supervision for employees; to ensure all employees are competent to do their tasks, and to give them adequate training;**
- **To prevent accidents and cases of work-related ill health;**
- **To maintain safe and healthy working conditions; and**
- **To review and revise this policy as necessary at regular intervals**

**Signed**

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**(Employer)**

**St James CE Primary School (Birmingham City Council)**

**Date 12<sup>th</sup> January 2017**

**Review date: January 2018**

## Responsibilities

**As the employer you have overall responsibility for health and safety (Box1). You can delegate responsibility for day-to-day tasks to someone else, eg a manager or supervisor (Box 2). Make sure they keep you informed about health and safety matters: they are still your overall responsibility. You can delegate specific tasks to individuals in your organisation, by workplace area or by topic (Box3). Responsibilities should be clearly set so that if there are any health and safety concerns, they can be reported to the right person.**

**Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with you to help you comply with the law.**

1. Overall and final responsibility for health and safety of themselves and others, and to co-operate with you to help you comply with the law

Each member of staff plus visiting staff and students

2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to

Mark Lanyon

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

Name

Responsibility

Marcia Notice	GB overview
Diane Browne	First Aid
Mark Lanyon	Fire Safety
TBA	Medication Policy
Engie	Site Management
Mark Lanyon	Safeguarding & Child Protection
Sarah Cross	Safeguarding & Child Protection
Hardeep Grewal	Internet Safety
Sylvia James	Single Central Record
Marcia Notice	Safeguarding

4. **All employees have to:**

- **Co-operate with supervisors and managers 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; and**
- **Report all health and safety concerns to an appropriate person (as detailed in this policy statement).**

5. **Health and safety risks arising from our work activities**

**Write down your arrangements for doing your risk assessment here.**

- Risk assessments will be undertaken by

All staff appropriate to work area and roles

- The findings of the risk assessments will be reported to

Mark Lanyon

- Action required to remove/control risks will be approved by

Mark Lanyon

GB H&S Committee

- Will be responsible for ensuring the action required is implemented.

Mark Lanyon

- Will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every

12 months

Or when the work activity changes, whichever is soonest.

## Consultation with employees

**You must consult your employees. If you recognise a union and there is a union-appointed safety representative, you must consult them on matters affecting the employees either directly or through an elected representative.**

- Employee representatives are

Jayne Pritchard

- Consultation with employees is provided by

Staff Briefing Meetings (Mondays)

## Safe plant and equipment

**You will need to ensure that all plant and equipment that requires maintenance is identified, that the maintenance is done and that new or second-hand plant and equipment meets health and safety standards before you buy it.**

Mark Lanyon (Head Teacher)  
Engie Work Place Site Manager (Dave Jones)

Will be responsible for identifying all equipment/plant needing maintenance.

Engie Work Place Site Manager (Boyd Keeling)

Will be responsible for ensuring effective maintenance procedures are drawn up

Any problems found with plant/equipment should be reported to

Engie Work Place Site Manager (Dave Jones)

Engie Work Place Site Manager (Dave Jones)

Will check that new plant and equipment meets health and safety standards before it is purchased

## Safe handling and use of substances

**You must assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH). These are your COSHH assessments. Write down your arrangements for doing your COSHH assessments here.**

Substances managed by school staff will be identified by staff team members and COSHH information requested from manufacturers by the Administrative Team.  
Substances managed by Engie will be COSHH assessed by Engie

Staff team

Will be responsible for identifying all substances which need a COSHH assessment.

COSHH information requested from manufacturers by the Administrative Team.

Will be responsible for undertaking COSHH assessments

Mark Lanyon

Will be responsible for ensuring that all actions identified in the assessments are implemented

Staff team

Will check that new substances can be used safely before they are purchased

Assessments will be reviewed every

12 months

Or when the work activity changes, whichever is soonest

## Information, instruction and supervision

Write down where you display the Health and Safety Law poster, or where the leaflets are available from, where people can go for health and safety advice and what provision you make for training young workers or trainees.

The health and safety law poster is displayed at

First Aid Point in Sick Bay, Staff Room  
Community Room & Medical Room

Health and safety advice is available from

Mark Lanyon (Head Teacher)

Supervision of young workers/trainees will be arranged/undertaken/monitored by

Mark Lanyon (Head Teacher) → Teachers → Mark Lanyon

Head Teacher

Is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

## Competency for tasks and training

All employees must be given health and safety induction training when they start work, which should cover basics such as first aid and fire safety training. You also have to provide training if risks change, and refresher training when skills are not frequently used. Write down your arrangements for training here, including arrangements for record keeping.

Induction training will be provided for all employees by

Head Teacher

Job specific training will be provided by

Staff qualified / competent in the particular actions being undertaken

Specific jobs requiring special training are

Addressing allergies – administering epipens  
Supporting asthma sufferers  
Supporting epilepsy sufferers  
Fire marshalling  
Child protection identification  
Risk assessment  
Use of machinery: laminator / photocopier

Training records are kept at/by

Mark Lanyon (HT) / Sarah Cross: DHT

Training will be identified, arranged and monitored by

Through staff consultation & School Self Evaluation  
Sarah Cross: DHT



## Accidents, first aid and work-related ill health

**Employees must receive specialist health surveillance for certain work. Our COSHH assessments will identify where this specialist health surveillance is needed. You should note down your first-aid arrangements here.**

Health surveillance is required for employees doing the following jobs

None relevant: usually for asbestos / chemicals

Health surveillance will be arranged by

Local Authority Occupational Health

Health surveillance records will be kept by/at

Local Authority (with copy in HR record in school)

The first-aid box(es) are kept in

Classrooms / Sick bay / / Medical Room / In mobile trolley  
Engie keep First Aid boxes in Engie office, Sprinkler Room & Plant Room

The appointed person(s)/first aider(s) is/are

Diane Browne (TA) supported by First Aid trained TAs, Mrs Tak, & Lunchtime Supervisors

All accidents and cases of work-related ill health are to be recorded in the accident book.  
The book is kept in

The Medical Room

Mark Lanyon (Head Teacher)

Is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work)

## Monitoring

**You must be able to show that you are monitoring health and safety. You can monitor health and safety. You can monitor health and safety actively, e.g. by doing spot check visits, or reactively, e.g. by investigating any accidents or ill health. Record your procedures here.**

To check our working conditions, and ensure our safe working practices are being followed, we will

- Identify concerns directly to Head Teacher or Engie
- Identify concerns in Communication Meetings
- Audit through School Council Zero Harm Committee
- Audit H&S through GB Survey
- Respond to Engie & Local Authority audits of H&S
- Engage with Local Authority & Fire Service audits of fire safety

Mark Lanyon (Head Teacher)

Is responsible for investigating accidents

Mark Lanyon (Head Teacher)

Is responsible for investigating work-related causes of sickness absences.

Sylvia James (School Business Manager)  
Mark Lanyon (Head Teacher)

Is responsible for acting on investigation findings to prevent a recurrence

## Emergency procedures – fire and evacuation

Record your emergency procedures, how often they are checked and who by

TBA  
Mark Lanyon (Head Teacher)

Is responsible for ensuring the fire risk assessment is undertaken and implemented

Escape routes are checked by/every

Engie & Head Teacher daily

Fire extinguishers are maintained and checked by/every

Engie contractors monthly

Alarms are tested by/every

Engie every Friday

Emergency evacuation will be tested every

Every term