



HEALTH AND SAFETY

Author	Title	Date Authorised	Review Schedule (Years)	Review Date
Halton Borough Council	14. Health And Safety	Nov 2019	2	Nov 2021

The health safety and welfare of all pupils, staff and visitors to school is the highest priority. We recognise that safety and security for all our community is vital to ensure the best outcomes for teaching and learning.

In Halton schools, the employer is ultimately responsible for health and safety, The Brow is a community school, therefore the employer is the Local Authority, and as such, publish comprehensive Health and Safety policies that are adopted and adhered to by Governors and Staff.

The policies are supported by numerous documents that underpin the policies in the form of procedures, arrangements and practices, for example, all staff completing health and safety induction.

Governors require school to publish certain procedures, such as what we will do if snow affects the opening of school. A copy of the policies and the supporting documentation is available in a red file in the school office.

[Link to HBC Adopted Policies](#)



Health and Safety Policy

Rationale

The Brow C.P. School will take all practical steps to provide a safe and healthy working environment for staff and children and visitors to the school. The Brow C.P. School places the health and safety of children, staff and parents and visitors to the school as its highest priority.

The Brow C.P. School has written this policy to ensure that best practice and procedures are carried out at the school. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

Aims

- *To provide a safe, clean and attractive environment for children, parents, staff and visitors to the school.*
- *To operate rigorous health and safety procedures which identify potential hazards and risks and take immediate action to remedy issues and potential hazards.*

Implementation of Policy

The Brow C.P. School will:

- Provide a safe and healthy environment for children, parents and staff to work, learn and play.
- Adopt excellent health and safety practices and procedures.

Name and Date



THE BROW C.P. SCHOOL

- Ensure highly qualified and experienced members of staff will be used to identify risk and hazards and implement stringent health and safety practices.
- Ensure members of staff are adequately trained to make them aware and alert to possible health and safety issues.
- Provide an environment that is safe and free from hazards and dangers.
- Use equipment and resources according to manufacturer's instructions and store all equipment and resources securely and safely.

Responsibilities of Governors

The governors will ensure that all practical steps have been taken to meet the aims and objectives of the Health and Safety policy and to reduce the possibility of accident or injury to staff children or visitors.

The governor who has overall responsibility for ensuring the health and safety of children, parents, staff and visitors at the school is Mr. Brian Johnson and the link teacher is Mrs L. Webb.

Responsibilities of Governors and Headteacher

- Ensure that the Health and Safety at Work Act and the Workplace (Health, Safety and Welfare) Regulations and their associated Approved Code of Practice will be complied with at all times.
- Appoint a member of staff with designated responsibility for health and safety at the school.
- Ensure individual members of staff are aware of their responsibilities in relation to health and safety linked to their role and accountabilities within the school.
- Ensure Risk Assessments are undertaken for all activities, services, resources and equipment in the School. They will also ensure than any actions identified to reduce possible risks are undertaken.

Name and Date



THE BROW C.P. SCHOOL

- If appropriate, set health and safety targets for staff as part of the annual Performance Management cycle.
- Identify and implement the necessary actions to meet the health and safety objectives and standards required.
- Ensure adequate financial resources for health and safety training, equipment and resources.
- Undertake a health and safety check every month and take immediate action to rectify any identified issues which could pose a danger to school users.
- Ensure Fire Risk Assessment is undertaken on a three yearly basis, or sooner if structural changes are made to the building.

Responsibilities – The Headteacher

- Ensure that children, parents, staff and visitors to the school are aware of the health and safety procedures and responsibilities.
- The Local Education Authority and the Headteacher are kept informed of health and safety performance and issues at the school and respond swiftly to any identified issues.
- Ensure that all practical steps are taken to reduce the potential hazards and dangers at the school to the lowest level possible.
- Ensure that health and safety records are maintained thoroughly and made available to professionals and Governors Board if appropriate.
- Ensure that the regulatory testing and inspections of premises and equipment are undertaken and records kept of the assessments and actions taken.

Name and Date



THE BROW C.P. SCHOOL

- Ensure that members of staff receive adequate training and communication concerning health and safety policies and procedures at the school.
- Ensure that all accidents and injuries are recorded and investigated to identify the cause of the problem and take any remedial action of required to prevent further harm.
- Ensure First Aid provision is excellent with the appointment of high trained and competent members of staff. The Headteacher will ensure that First Aid boxes are well labelled and stocked with contents meeting current guidance.
- Ensure that evacuation procedures are clearly displayed and explained to all school users and that practice evacuations and drills are carried out regularly and recorded to identify and issues and concerns.
- Monitoring and reviewing the Health and Safety Policy and Procedures and recommending any modifications or amendments as appropriate.
- Ensuring financial resources are available to implement the policy and procedures and ensure that the School adequately protects the health and safety of all stakeholders.
- Ensuring that highly trained and competent members of staff carry out regular health and safety checks and inspections and take any action promptly to rectify any potential hazard.

Responsibilities - School Staff

Members of staff at the school have responsibilities in relation to ensuring the health and safety of school users and to assist with the effective implementation of the policy and procedures.

School staff are required to health and safety issues or concerns to the Headteacher immediately.

Name and Date



THE BROW C.P. SCHOOL

The School Staff MUST ensure that:

- They read and understand the health and safety policy and the following related policies and procedures:
 1. *Emergency Evacuation Procedures*
 2. *Accident and Injury Procedures*
 3. *Lone Working*
 4. *Risk Assessments associated with their specific role*
 5. *Offsite Visits*
 6. *Security of the Premises*
 7. *Visitors Policy*
 8. *First Aid Policy*

Members of Staff must:

- Listen to and act upon health and safety practice and updates issued by the Headteacher.
- Take all reasonable and practical steps to ensure their own health and safety at work and for those under their direct care or supervision.
- Record accidents, injuries or health and safety related incidents according to the school procedures.
- Participate in professional development opportunities and relevant training when required to do so by the Headteacher, and adhere to current health and safety legislation and guidance.

Staff with specific responsibilities:

- **EVC – L. Cottam (HT/DHT in her absence)**
- **H & S representatives – HT and Site Manager**
- **First aiders:**

Name and Date



THE BROW C.P. SCHOOL

Joan Johnson, Karen Barton, Jo Turner, Naomi Cluff, Karen Forster, Alison Quinn, Carolyn Pendlebury, Sue Owens, Pam Brown, Lesley Knowles, Georgia Oates, Karen Clarke.

- **Administration of medicines trained staff:**

Lindey Webb, Jill Jones, Sarah Geraghty, Lindsay Cottam, Bethan Badger, Carolyn Pendlebury, Karen Barton, Joan Johnson, Jo Turner, Karen Forster.

Insurance

The Brow C.P. School will ensure that it has adequate insurance cover to ensure the health and safety of all school users children and staff.

- The Children Act and the Health and Safety at Work Act require public premises and places of work to have adequate insurance cover. The School will display its Public Liability Insurance Certificate in the main entrance of the School and copies are available upon request to the Headteacher.

Liability

- Under provisions contained in the Occupiers Liability Act the School has a duty to ensure that both children and any visitors are kept reasonably safe and will take every practical step to ensure this happens.

The school's full responsibilities and procedures in respect of Health and Safety are contained in this policy and in the following related policies and procedures:

- 1. Staffing**
- 2. Physical Environment**
- 3. Equipment**
- 4. Risk Assessment**
- 5. Fire Safety**
- 6. Health, Illness and Emergency**
- 7. Hygiene**
- 8. Managing Behaviour**
- 9. Child Protection**

Name and Date



THE BROW C.P. SCHOOL

10.Safeguarding

11.Safer Recruiting

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

Any questions about this policy should be directed to the Headteacher Mrs L. Webb, The Brow C.P. School, WA7 2HB.

Name and Date