



The John Moore Primary School  
&  
Little Foxes Playgroup

***Health and Safety***

Statutory Policy

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## Table of Contents

1	Introduction.....	3
2	Legislation.....	3
3	Statements of Intent.....	4
4	Organisation .....	5
4.1	The Duties of the Governing Body .....	5
4.2	The Duties of the Headteacher .....	5
4.3	The Duties of Employees.....	5
4.4	Pupils .....	6
4.5	School Safety Representatives .....	6
4.6	Temporary Staff.....	6
4.7	Teaching Staff.....	6
4.8	Teaching Partners.....	6
4.9	The Duties of Off Site Visit Coordinators (OVC) .....	7
4.10	The Duties of Premises Manager (Bursar, Business Manager, Site Manager).....	7
4.11	Volunteer and Parent Helpers .....	7
5	General Arrangements .....	7
5.1	Risk Assessments.....	7
6	Communication .....	7
7	Consultation with employees .....	8
8	Inspections.....	8
9	Other linked policies .....	8
	Appendix 1 - JMPS Inspection Proforma .....	9

## 1 Introduction

At The John Moore Primary School and Little Foxes Playgroup, the Governors and Headteacher have a responsibility to ensure the safety of the Staff, Children, Visitors and any others that may be affected by its activities.

This responsibility is set out in the Health & Safety at Work Act 1974, and although Gloucestershire County Council are identified as the 'employer' this Policy, with the associated Risk Assessment, sets out the School/Playgroup's management of any risks and hazards identified.

The John Moore Primary School and Little Foxes Playgroup aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school/playgroup site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

## 2 Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff

- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height
- The school/playgroup follows [national guidance published by Public Health England](#) when responding to infection control issues.

### 3 Statements of Intent

This policy statement is the local supplement to Gloucestershire County Council Corporate Health & Safety Policy Document.

The school/playgroup's Governing Body and Headteacher recognise and accept their responsibilities both under law and also under Gloucestershire County Council delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school/playgroup is committed to managing risks by ensuring that risk assessments are undertaken, control measures implemented, and systems are continuously monitored and reviewed led by the school/playgroup's Governing Body and Headteacher.

In particular the Governing Body and Headteacher are responsible for:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and from from the premises;
- preventing accidents and work-related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headteacher also recognise their obligations to non-employees and provide trainees, members of the public, pupils,

contractors, etc, or anyone who is or may be affected by the school/playgroup's activities with the necessary information, instruction, training and supervision available to ensure the safety of those affected.

The Governing Body and Headteacher will ensure adequate resources, including finance to implement the Policy.

The Governing Body and Headteacher are committed to the arrangements stated in this Policy Document and all members of staff are required to comply. They are encouraged to support the Governing Body and Headteachers commitment to continuous improvement in the school/playgroup's health and safety performance. For the Policy Document to be effectively implemented, the school/playgroup requires the full co-operation of employees and others who use the premises.

This Policy Statement and the accompanying organisation and arrangements will be reviewed at least annually and revised as and when necessary.

This Policy Statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

## **4 Organisation**

In order to achieve compliance with the Governing Body and Headteacher's Statement of Intent the school/playgroup's normal management structure will have additional responsibilities assigned to them as detailed in this part of this H&S Policy Document.

### **4.1 The Duties of the Governing Body**

The Governing body has overall responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Headteacher, the Governors will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school/playgroup, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation.

### **4.2 The Duties of the Headteacher**

The Headteacher has day-to-day responsibility for ensuring compliance with this H&S Policy Document. In consultation with the Governors, the Headteacher will ensure that there are effective and enforceable arrangements for the provision of health and safety throughout the school/playgroup, periodically assessing the effectiveness of this document ensuring that any necessary revisions are made to determine the policy and monitor its implementation. The Headteacher will maintain the profile of health and safety within the school/playgroup by the development of safe working practices and conditions and will ensure that health and safety standards are maintained at all times.

### **4.3 The Duties of Employees**

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions, and must comply with the school's Health & Safety Policy Document and procedures at all times,

co-operate with school/playgroup management in complying with relevant health and safety law, use all work equipment and substances in accordance with instruction, training and information received, report to their immediate line manager any hazardous situations and defects in equipment found in their work places, report all incidents in line with current incident reporting procedure, act in accordance with any specific health and safety training received, inform their line manager of what they consider to be shortcomings in the school/playgroup's health and safety arrangements and exercise good standards of housekeeping and cleanliness.

#### **4.4 Pupils**

Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others, observe standards of dress consistent with safety and/or hygiene, observe all the health and safety rules of the school/playgroup and in particular the instructions of staff given in an emergency, use and not wilfully misuse, neglect or interfere with anything provided for their health and safety.

#### **4.5 School Safety Representatives**

The Governing Body and Headteacher recognise the role of Safety Representatives who may be appointed by a recognised Trade Union. Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. Safety Representatives are entitled to certain information, e.g. information relating to accidents, and to paid time away from the workplace to train for and carry out their health and safety functions. (However, representatives are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body).

#### **4.6 Temporary Staff**

Temporary employees are provided with information and guidance which includes the Health & Safety Policy Document, fire and emergency procedures etc. and are suitably inducted to their role. They are directly accountable to the Headteacher whilst on the school/playgroup site.

#### **4.7 Teaching Staff**

Teaching staff have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and ensuring all persons under their control are aware of the general health and safety requirements of the school/playgroup and the detailed requirements for activities relevant to them. Teachers are responsible for the immediate safety of the pupils in his/her classroom. Nominated teachers are responsible for their own classroom and associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

#### **4.8 Teaching Partners**

Teaching Partners have a day to day responsibility for ensuring compliance with this Health & Safety Policy Document and are immediately accountable to the teacher in charge whilst the class is in session.

#### **4.9 The Duties of Off Site Visit Coordinators (OVC)**

The Offsite Visit Coordinator (OVC) ensures that standards for off-site activities and educational visits are followed. The OVC works with trip leaders to ensure the aim of the educational visit is achievable and in line with those of the school/playgroup. The school/playgroup refers to the Off-Site Visits Manual on the SHE webpages.

#### **4.10 The Duties of Premises Manager (Bursar, Business Manager, Site Manager)**

The Premises Manager has a day to day responsibility for ensuring compliance with the school/playgroup Health & Safety Policy Document and taking effective action and/or immediately referring to the Headteacher any health and safety issues brought to their attention, this includes the stopping of any practices or the use of any tools, equipment etc which are considered unsafe

#### **4.11 Volunteer and Parent Helpers**

Volunteer and parent helpers are provided with information and guidance which includes health and safety, fire and emergency procedures etc. Volunteer and parent helpers are directly accountable to the teacher in charge whilst on the school/playgroup site.

### **5 General Arrangements**

#### **5.1 Risk Assessments**

A number of risk assessments have been carried out to ensure risk and hazards have been identified and control measures put in place to mitigate harm that may result from them where reasonably practicable.

These risk assessments can be viewed on request and include but are not limited to:

- Main Risk Assessment
- Fire Risk Assessment
- Display Screen Equipment Risk Assessment
- Stress Management Risk Assessment
- Lone Working Risk Assessment
- Pregnant Workers Risk Assessment
- Physical Education Risk Assessment

### **6 Communication**

The school/playgroup recognises the importance of communication to staff, visitors, pupils, parents, volunteers, contractors etc, and as such all members of staff receive H&S induction

on appointment with the school/playgroup; in addition all visitors to the school/playgroup are asked to read the Safeguarding, Health & Safety and Fire Evacuation Leaflet when signing in.

## **7 Consultation with employees**

The school/playgroup recognises the importance of consulting with employees on health and safety matters, therefore all staff members are encouraged to raise any matters at any time, in addition H&S is a regular item on Key Stage Meeting agendas to allow staff to be consulted and to discuss any H&S concerns.

## **8 Inspections**

Regular safety inspections are carried out by the Headteacher and the Chair of the Premises, Health & Safety Committee – including inspections of all premises and grounds. Any hazards and risks associated with the premises and grounds are recorded in accordance with the proforma in the appendices, with responsibility for completion of any actions given.

## **9 Other linked policies**

- First Aid Policy
- Lone Working Policy
- Emergency Plan
- Fire Safety Policy
- Premises Management



**Appendix 1 - JMPS Inspection Proforma**

Carried Out by: \_\_\_\_\_

Date: \_\_\_\_\_

Ref.	Description	Timescale to rectify