

# TENNYSON ROAD INFANT SCHOOL

## HEALTH & SAFETY POLICY

**Safeguarding our children is our priority. All concerns must be reported to our Designated Safeguarding leads: Miss Hall, Mrs Kemp, Mrs Smith and Mrs Hilbourne.**

### 1.1 INTRODUCTION

The Health and Safety at Work Act 1974, together with the Management of Health and Safety at Work Regulations 1999, other associated Health and Safety legislation and Codes of Practice impose duties on all employers in respect of Health and Safety at Work. These duties extend to the school, its employees and also other persons who may be affected by the school's activities. The school has formulated a Health and Safety Policy Statement to include these duties.

This policy confirms the schools commitment to the high standards of Health, Safety and Welfare throughout all our activities and specifies how these standards will be achieved.

The co-operation and full compliance of all staff is an essential part of the school's successful management of risks and securing a reduction in the number of accidents and the level of ill health. It is open to any member of staff to raise Health and Safety matters with the headteacher.

Health and Safety must become part of every person's daily routine and be "the norm" rather than something that is treated as special or exceptional.

All school employees will receive their own copy of this Policy which should be retained by them with the last page signed and returned to the Headteacher as an acknowledgement. Casual, temporary and work experience staff will also receive copies. Further guidance and information will supplement and expand the arrangements where necessary and will be made available to staff as and when applicable. All documents will be added to or modified as legislation or the local situation dictates.

**It is your responsibility to look after your copy of the policy and to use it to assist you with only your specific health and safety responsibilities, but also as a consideration in all decision making activities.**

The County Council's Health and Safety procedures (available on the County Council web site) form the basis of the Policy for this school.

The Health and Safety Policy is a key document which is defined and endorsed by the school governors and SLT. It includes key commitments such as:

- (i) Compliance to legal requirements as the minimum and to a continual cost-effective improvement in performance.
- (ii) Providing adequate and appropriate resources to implement the policy
- (iii) Setting, publishing and reviewing OH&S objectives.
- (iv) Placing the management of OH&S as a prime responsibility of all management and to encourage employee involvement and consultation to gain commitment to the policy and its implementation
- (v) Ensure training for all levels to ensure that the policy is understood, implemented and maintained, and that staff are competent to carry out their duties and responsibilities.

The school shall establish and maintain procedures for the ongoing identification of hazards, the assessment of risks and the implementation of necessary control measures.

All staff are issued with a copy of the health and safety policy including a summary of the individual arrangements with their initial offer of employment. A receipt confirming the understanding of the policy is required from each employee.

## 1.2 OBJECTIVES

To eliminate or minimise, as far as is reasonably practicable, the risk of injury to:

- (a) All staff on the school's payroll and pupils of the school.
- (b) Staff, manual workers and trainees on any Government Training Scheme for which the School is a sponsor or managing agent.
- (c) All non-employees of the School, including the parents, general public, visitors to School premises and any other person who may be affected by the activities or undertakings of the School or its employees at work.

## 2. GENERAL POLICY STATEMENT OF INTENT

The Governing Body of Tennyson Road Infant School, Rushden, recognises and accepts its responsibilities and duties to all its employees and others that

may be affected by its work activities (both under its control and elsewhere) in respect of their health, safety and welfare.

The School will, so far as is reasonably practicable:

- a) Provide and maintain “safe and healthy” working conditions
- b) Identify the hazards of its work activities and assess the resulting risks to the health and safety of employees and other persons not employed by the council
- c) Introduce preventative and protective measures to control the above risks and record the management action taken to achieve this
- d) Make arrangements for controlling the risk to health and safety in connection with the use, handling, storage and transport of articles and substances.
- e) Ensure all employees are competent to do their tasks through suitable and sufficient provision of information, instruction and training
- f) Seek to prevent accidents and cases of work-related ill health and thoroughly investigate them when they occur
- g) Take action against unsafe or negligent behaviour at any level
- h) Only use competent approved contractors
- i) Take timely action to address reported defects
- j) Promote the correct attitudes towards safety in both staff and pupils

Tennyson Road Infant School, Rushden, will consult with its employees on matters affecting health and safety and co-operate fully in the appointment of safety representatives by recognised trade unions and will provide them, where necessary, with sufficient facilities and training to carry out this task. The School will also co-operate in the formation of a Safety Committee if considered appropriate.

The School will discharge its responsibilities in matters of health, safety and welfare through the normal system of management and supervision in the various departments and through approved systems of work.

The School reminds all its employees, whatever their status, of their duties under the Health and Safety at Work Act 1974 to take care of their own safety and that of others. They should also co-operate with management to enable them to carry out their responsibilities successfully.

This policy will be regularly reviewed to ensure that it remains relevant in the light of changes in statutory requirements and/or best practice

Signed

*Chair of Governors, Tennyson Road Infant School, Rushden*

Date Sept 20167