



Health and Safety Policy

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1.1 School Health and Safety Policy Statement

The Strategic Leadership team of Moat Farm Infant School and Lavender Farm Day Nursery, are committed to ensuring the highest standards of care for their staff, pupils, visitors and others.

We believe that an excellent school is by definition a safe school. Since we are committed to excellence, it follows that minimising the risks posed by our activities is inseparable from all our other objectives.

We plan to achieve our goals by developing, implementing and maintaining our school's health and safety management system.

Our Strategic Leadership team are committed to:

- The continual improvement of our health and safety performance;
- Complying with all our legal and other regulatory requirements;
- Contributing to the success of the Children and Young Peoples Services School's Strategic Health and Safety Management System.
- Keeping children safe under the Every Child Matters Framework

We will achieve these key objectives through:

- **Hazard identification, risk assessment and risk control** – ensuring that our current and future health and safety issues that impact on our school are managed effectively;
- **Involvement of people** – ensuring the involvement of all staff in the success of the school is achieved, and that people's knowledge and skills are developed to meet their own needs and the needs of Sandwell MBC;
- **Effective school management** – ensuring that all key activities, and associated resources are managed and maintained;
- **Supplier relationships** – ensuring that we manage the selection and performance of all our service providers.

This policy is communicated to all persons working on behalf of this school and is subject to regular review. A copy of our health and safety policy manual is available to interested parties on request.

_____ Date _____
Head Teacher

_____ Date _____
Chair of Governors

Section 2 – Management System Components

2.1 Defined Roles

Head Teacher	Mrs D. Walker
Deputy Head	Mrs C. Wheeler
Chair of Governors	Miss H. Massey
Strategic Leadership Team	Mrs D. Walker Mrs C. Wheeler Mrs J. Davis Mrs R. McDonald Miss. N. Skidmore Mrs S. Stevens Mr A. Care
Premise Managers	1. Main: Mrs. D Walker 2. Deputy: Mr A. Care/Mr D. Emery
Educational Visits Coordinator/s	Miss L. Taylor
Members of the School Safety Committee	Mrs D. Walker Miss H. Massey (Appointed H&S Governor) Mr A. Care Mr D. Emery
School contact for the LA	Mrs J Haden (Schools Health and Safety Officer)

2.2 Hazard Identification, Risk Assessment and Risk Control

We have developed a register of all the significant risks that are posed by our activities. All issues contained in this register are subject to our risk assessment process.

Findings from our risk assessments are introduced into our methods of working and these are subject to periodic checks both by the school senior management team, our trade union safety representatives and by our employers.

2.3 Legal and Other Regulatory Requirements

We are aware of all our legal and other regulatory requirements that affect how our school manages health and safety. A register of these requirements is maintained for us by the LA and is updated when these requirements change.

2.4 Health and Safety Objectives and School Safety Plans

Each year our school's senior management team develop health and safety objectives. These objectives enable us to continually improve our health and safety performance and take into account a number of issues including results of previous audits, near misses, our employer's plans and feedback from our employees and others.

Our annual health and safety objectives are put into our school health and safety plan. The school senior management team approves this plan and resources are provided so that our objectives can be achieved.

2.5 Internal and External Communication

The school senior management team ensure that relevant health and safety information is communicated to all employees and other interested parties. In addition to this we encourage all employees to report to us health and safety issues that could affect themselves and others.

The main ways of communicating health and safety issues in this school are through staff meetings, notice boards and through letters to other interested parties.

2.6 Health and Safety Training and Awareness

It is the responsibility of this school's governing body to ensure that adequate resources are made available to ensure all employees are competent to perform the tasks required of them. Training needs are addressed accordingly and appropriately.

Records of all training are maintained using SIMS.

2.7 Measuring Health and Safety Performance

We have developed procedures to measure our health and safety performance through a combination of methods. Our main methods of measurement are:

- Informal continual monitoring
- Periodic monitoring using basic checklists
- Termly internal inspection
- Biannual school audit by the LA.

The school senior management team are responsible for addressing any areas of weakness and ensuring corrective actions are put in place.

2.8 Management of Contractors/Subcontractors

We recognise that the selection and use of contractors in our school is an important issue for us. Within this category we also include service providers such as those who provide curricular support.

Responsibilities for the management of our contractors and service providers are clearly established using appropriate risk assessments.

This school also recognises the roles of the LA in providing schools with approved contractors and service providers.

2.9 Accidents, Incidents, Near Misses and Safety Concerns

We have procedures for the reporting and investigation of accidents, incidents and other health and safety concerns. The main purpose of this is to prevent any recurrence.

Any accidents and incidents are reported to the LA, we also encourage all employees; pupils and visitors to report health and safety related concerns so that we can consider them in terms of accident prevention.

2.10 Reasonably Foreseeable Emergency Planning

Through our risk assessment process, we have analysed the potential for any reasonably foreseeable emergency situations that pupils, visitors and employees could be faced with as part of their involvement with this school.

Using this information we have developed an emergency plan that describes our responses to them so that we can prevent and mitigate the likely illness and injury that could occur.

Our plan is subject to periodic drills to ensure our responses are effective; any weaknesses in our responses will be subject to corrective actions by the school senior management team.

2.11 Record Keeping, Data and Document Control

We have identified the documentation and records that make up our school's health and safety management system. We ensure that we retain all our records and documents and make sure that obsolete documents are removed from use and stored.

2.12 Management Review

During the summer term our school senior management team review our health and safety performance and develop new targets and plans that will enable the school to continue to ensure the health, safety and welfare of all who use our school.