

Greenleys Junior School



LEARNING *for* LIFE

Health & Safety Statement

Date of Approval:	7 November 2023
Date of Next Review:	November 2024
Signed: Executive Headteacher	M Talbot
Signed: Chair of Governors	M Hall

Document History

Date	Change Reference	Summary of Change
01/05/2019	Annex 1	Removal of Annex 1 – Milton Keynes Council Telephone Numbers: No longer Valid
16/09/2020		All references to the school's gas supply deleted. The school's supply removed September 2020
16/09/2020		All references to the MKC H&S Guidance updated (guidance document now found online)
27/08/2021		Removal of Milton Keynes Council's H&S incident reporting link
04/11/22		Updated first aiders
04/11/22		Updated 3.2.2 – visual inspection findings recorded
30 October 2023	Page 11	Removal of reference to the kiln as we no longer have this facility in school
30 October 2023	Page 6	Change of contractor responsible for testing firefighting equipment

HEALTH AND SAFETY STATEMENT FOR GREENLEYS JUNIOR SCHOOL

1. STATEMENT OF INTENT

The Governing Body of Greenleys Junior School will take all steps within its power to meet its responsibilities under the Health and Safety at Work etc. Act and other health and safety legislation relating to its activities.

This Health and Safety Statement describes our organisation and arrangements for the management of health and safety within the School. It should be read in conjunction with the Council's Health and Safety Policy Statement.

Text in italics indicates sources of advice, or other advice from Milton Keynes Council Corporate Health and Safety Manual (online portal accessed via the school's log in)

2. ORGANISATION

2.1 Responsibilities of Governing Body

The Council's Health and Safety Policy Statement sets out the principles by which some of the LA's responsibilities, as an employer, have been delegated or devolved to governing bodies. The list which follows is a summary of those delegated or devolved responsibilities.

The Governing Body will:

- (i) formulate a Health and Safety Statement setting out in writing the responsibilities and arrangements for ensuring safety in the School. The Statement will comply with: the Council's Health and Safety Policy Statement; The Education Service's organisation and arrangements and Codes of Practice and Codes of Safe Working Practice (all of which are kept in the School's Health and Safety Handbook) and be reviewed at least once a year;
- (ii) implement new arrangements as necessary;
- (iii) provide appropriate resources from within the School's delegated and devolved budgets to implement the arrangements set out in this Statement and, in particular, ensure that health and safety implications are taken into consideration when setting priorities (e.g. premises and equipment maintenance, staff training);
- (iv) receive from the Headteacher, or other members of staff as appropriate, reports on health and safety matters and report to the LA, or other external body as appropriate, any hazards which are their responsibility, or which the Governing Body is unable to rectify from its own resources;
- (v) seek appropriate specialist advice from the LA and/or others on health and safety matters where the Governing Body is not fully competent or where additional advice could usefully be sought;
- (vi) promote high standards of health and safety in the School.

2.2 Duties of All Employees

Most of the day-to-day responsibility for health and safety matters will be delegated to employees, e.g. the Headteacher. All employees should:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- co-operate with their employer in all matters of health and safety, so as to enable the law to be complied with;
- not intentionally or recklessly interfere with, or misuse, any equipment or fittings provided in the interests of health, safety or welfare;
- report to their line manager* any serious and immediate danger to health and safety;
- report to their line manager* any shortcomings in the arrangements for health and safety;
- follow instructions when using any machinery, equipment, dangerous substance or safety device;
- only use equipment when satisfied that they are competent to use it.

* Headteachers should, in general, report to the Governing Body
Disciplinary action may be taken against anyone disregarding safe working practices.

2.3 Responsibilities of the Headteacher or Other Designated Person

The Headteacher or other properly delegated person will:

- i. have overall responsibility for implementing the School's health and safety arrangements as assigned by the Governing Body or Headteacher;
- ii. be the focal point for day-to-day references on health and safety at the School and give advice or indicate sources of advice;
- iii. report to the Corporate Director - People hazards which cannot be rectified immediately or from within the resources of the Governing Body;
- iv. stop any misuse of equipment etc.. (Specialist advice may be obtained from the Health and Safety Officer or relevant Advisory Service);
- v. arrange for any employee, or other person, strongly suspected of being drunk or under the influence of a prohibited substance during working hours to be escorted from the premises, and initiate disciplinary action as appropriate;
- vi. ensure that instructions from the Local Authority on health and safety matters are reported to the Governing Body and/or implemented as appropriate;

- vii. seek specialist advice on health and safety matters when necessary.

2.4 Responsibilities of Other Employees

It is recommended that each School draws up its own lists of health and safety responsibilities for all relevant persons, taking into account;

- (i) responsibilities listed in paras. 2.1 - 2.3 of this Statement;
- (ii) responsibilities allocated in the Arrangements (Section 3) of this Statement, and;
- (iii) responsibilities listed in Annex One to this Statement

It is also recommended that details of individual responsibilities are included in job descriptions and person specifications, in order to assist personnel selection and training.

3. ARRANGEMENTS

3.1 Fire and Other Emergencies

3.1.1 Emergency procedures exist covering a range of situations (e.g. medical emergency, serious injury, severe weather, fire, severe electrical fault, bomb alert, laboratory accident) which will or may arise.

These documents will be kept in the positions indicated.

Type of emergency procedure Location(s)

- | | |
|------------------------------|------------------------|
| 1. Fire Evacuation Procedure | Assemble on playground |
| 2. First Aid Procedure | Medical room |
| 4. Full evacuation | Off site |

3.1.2 In case of an emergency, GJS has produced a summary of who is responsible for different tasks to ensure immediate evacuation of all persons in the building. The **Headteacher** or **Deputy Headteacher** will then arrange any follow-up action.

3.1.3 Once emergency procedures have been put in hand the **Headteacher** or Deputy **Headteacher** will report the circumstances by telephone in accordance with the Fire and Other Major Emergencies in Education Establishments document which is kept in the Business Manager's office as the Business Continuity Plan, as well as full fire evacuation and safety instructions.

FIRST PRIORITY: in all hazardous situations is the safety of people, their removal from danger, care and the application of first aid.

SECOND PRIORITY: call the emergency services where necessary.

THIRD PRIORITY: safeguard premises and equipment, if possible.

3.1.4 The Headteacher is responsible for providing the police with emergency telephone numbers for use if an emergency occurs outside of School hours.

3.1.5 Fire drills are held 3 times a year and lockdown procedures once and are all initiated by the Headteacher.

3.1.6 Details of the positions of the following isolation points (water, electricity) are kept in the Site Manager's Office.

3.2 Fire Prevention and Detection Equipment Arrangements

3.2.11 The Site Manager is responsible for initiating the test of the following systems and completing the record sheets which are kept in the places indicated below:

<u>System Type</u>	<u>Location of Test Records</u>
1. Fire Alarm	Site Manager's Office
2. Emergency Lighting System	Site Manager's Office
3. Smoke/Heat Detection	Site Manager's Office

3.2.2 The Site Manager is responsible for conducting a visual inspection of firefighting equipment and records his findings (kept in Site Manager's office).

3.2.3 Abbot Fire is responsible for conducting the annual test of firefighting equipment.

Guidance - See Health and Safety Handbook Section 4.5.

3.3 Hazard Reporting, Risk Assessment and Safety Signs

3.3.1 All employees and governors should report hazards to the site manager or business manager of which they become aware

3.3.2 The Site Manager is responsible for initiating a risk assessment and any remedial action decided upon, including the provision of safety signs which comply with the regulations where necessary.

3.4 First Aid

3.4.1 The following employees have been trained to First Aid at Work level

<u>Name</u>	<u>Date of expiry of certificate</u>
Dale Drewe	September 2023
Chrissie West	May 2025
Gemma Franklin	May 2025

3.4.2 See list in Medical room for employees trained to Emergency Aid level

3.4.3 On expiry of certificates or when an employee who has been trained as a first aider leaves the School, the Business Manager will make arrangements for another person to be trained to replace them.

3.4.4 The names (and extension numbers if appropriate) of current first and emergency aiders are displayed in the Medical Room.

3.4.5 First aid boxes are kept in the Medical Room and in each year group.

3.4.6. Travelling first aid boxes are kept in each year group shared area.

3.4.7 A termly check on the contents of boxes will be made by First Aiders (*possibly in conjunction with the health and safety inspection*).

3.4.8 Use of first aid materials and deficiencies should be reported to the Business Manager who will arrange for replacement.

3.4.9 First aid record books are kept in the Medical Room.

3.4.10 Details of contact numbers for the nearest hospital casualty department and other medical services are kept in the Medical Room and Office.

3.5 Accident and Dangerous or Violent Incident Reporting and Investigation

3.5.1 **An employee** who witnesses an accident or dangerous or violent incident, or to whom one is reported, will report the incident via the online accident reporting portal as soon as practicable afterwards. All members of staff have been issued with the details of Milton Keynes Council's Health and Safety portal for reporting incidents

3.5.2 Accidents should be drawn to the attention of the Headteacher. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work he/she will act to remove or isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident he/she will report the accident in accordance with the Council's procedures.

Guidance - See Health and Safety Handbook Section 2.

3.6 Entering and Leaving the Premises

3.6.1 A member of staff will be responsible for opening and securing the building as necessary. The procedure is set out (including disarming of intruder alarms where appropriate) in the alarm cupboard.

3.6.2 During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the Site Manager.

3.7 Maintenance of Premises and Housekeeping

3.7.1 All corridors, passageways and gangways should be kept clear of rubbish and obstructions. The Site Manager will make a daily check. **All employees** are required to co-operate with decisions taken as a result of this check.

3.7.2 An employee encountering any damage or wear and tear of the premises, including safety signs, which may constitute a hazard should report to the Site Manager or Business Manager

3.7.3 Defective furniture should be reported to the Site Manager.

3.7.4 The Site Manager is responsible for ordering repairs which are the School's responsibility, e.g. replacement of damaged glazing, under the delegated budget and /or LMS arrangements.

3.8 Adaptations or Improvements to Premises (Buildings and Grounds) - Self Help Schemes

3.8.1 The Headteacher is responsible for submitting proposals to the Director of Education FAO Education Planning Manager and for gaining the necessary approvals before work starts. This includes work financed by an external body or PTA.

3.9 Training

3.9.1 The Headteacher will draw health and safety responsibilities and the Council's and school's health and safety arrangements to the attention of employees as part of their induction training.

3.9.2 The INSET Co-ordinators are the Headteacher and Business Manager, who will identify health and safety training needs in consultation with the employees concerned. (This may be for teaching staff only or for all staff. If teaching staff only, health and safety training needs of non-teaching staff will be identified by both the above).

3.9.3 The Business Manager is responsible for the School's Health and Safety training plan. It may be included in the School's development plan.

3.9.4 Where certificates of competence are required for potentially hazardous activities (eg woodworking machinery, swimming), the Headteacher and Business Manager are responsible for keeping records of training undertaken, the validity of certificates and for arranging refresher training when necessary.

3.9.5 Employees who feel that they have need for health and safety training of any kind should notify the Headteacher in writing.

3.9.6 The Headteacher is responsible for reviewing the effectiveness of health and safety training.

Guidance: see Health and Safety Handbook Section 3.

3.10 Work equipment

3.10.1 Specific Risks

The following equipment has been identified as likely to involve a specific risk to health and safety and its use, inspection and repair is therefore restricted to:-

	Person responsible for selection/risk assessment	Person authorised to use/operate	Person authorised to inspect & arrange repairs	Inspection frequency
1. Access equipment (e.g. ladders, mobile access platform)	Site Manager	Site Manager	Site Manager	Monthly/ annually
2. Caretaking and cleaning equipment (including hand tools)	Site Manager	Site Manager/ Cleaning staff	Site Manager	Monthly
3. Grounds maintenance equipment	Site Manager	Site Manager	Site Manager	Weekly
4. PE and play equipment	PE teacher/ Site Manager	*	Site Manager	weekly
5. Laboratory apparatus	N/A	*	N/A	N/A
6. Technology equipment	N/A	*	N/A	N/A
7. Art and design equipment	Teachers	*	Teachers/ Site Manager	Weekly
8. Stage lighting equipment	N/A	N/A	N/A	N/A
9. Mobile staging and seating/pianos	Teachers/ Site Manager	Teachers/ Site Manager	Teachers/ Site Manager	Monthly
10. Portable electrical appliances	Site Manager	*	Site Manager	Monthly/ annually
11. Respiratory protective equipment	Site Manager	*	Site Manager	Monthly/before use
12. Disabled access equipment (e.g. hoists, evac chairs)	N/A	N/A	N/A	N/A

* Equipment in these categories with restricted use to be identified on a separate list

3.10.2 Portable Electrical Appliances

Person responsible for fitting replacement or new plugs and checking fuse rating before they are brought into use is a qualified electrician.

3.10.3 Dangerous Parts of Machinery

The following machines are identified as having dangerous parts which rely on adequate guards or interlocking devices to ensure safety e.g. wood/ metal/plastics working machines, kilns, and pug mills. Teachers and the Site Manager will:

- (i) conduct checks to ensure that guards are functioning correctly and are in place when machinery with dangerous parts is being used by employees or pupils, and
- (ii) will take follow-up action (i.e. taking machines out of service) when necessary.

3.10.4 Teachers are responsible for instructing employees and pupils on the correct use of equipment (including use of guards) before the latter are authorised to use it. They are responsible for reporting to the Site Manager any equipment which is not fitted with appropriate safety features (e.g. guards) or which is in need of maintenance to ensure safety, and for taking such equipment out of use in the meantime.

3.11 Safety Inspections

3.11.1 Health and safety inspections of premises will take place at least once every term. They will be initiated by the Site Manager. The nominated person will conduct the inspection jointly With the School's Health and Safety Governor(s) if possible.

3.11.2 A Health & Safety Representative will complete the online incident and accident reporting forms found on the MKC H&S portal. Responsibility for following up any actions from MKC H&S team will rest with the Site Manager.

3.12 Provision of Information

3.12.1 The Headteacher and Business Manager are responsible for distributing all health and safety information received by the School from the CEO or elsewhere and for the maintenance of a health and safety information reference system.

3.12.2 All employees have been informed of existing information held on the School site relevant to them by the Headteacher and have signed to confirm they have read and understood them. Records of this are kept in the Office. New employees will be informed of all relevant health and safety information as part of the induction process.

3.12.3 All health and safety documentation is kept in the Site Manager's Office and is readily available for reference by all employees. The exception is where information is more appropriately kept at a particular location (e.g. risk assessments for the use of hazardous substances). In such cases, the Site Manager will inform the relevant employees of the location and information kept on these files. A record of the content and location of these files will also be kept by the Site Manager.

3.12.4 All new health and safety information received at the School will be copied. The original will be kept on the appropriate file. The Business Manager will decide on the circulation of each document. Employees will sign to confirm they have read and understood the information. A copy of the information will also be displayed by the Business Manager for two weeks on the School health and safety notice board. The noticeboard is sited in the Staff Room and has an abstract of the Health and Safety at Work Act 1974 in place.

3.13 Curriculum Planning (e.g. Educational Visits, Work Experience)

3.13.1 Particular activities requiring the approval of specific persons are identified as follows:

Educational visits including overnight stay The Business Manager
 Educational visits (not including overnight stay) The Business Manager
 Work experience placements The Business Manager
 Use of School transport The Business Manager

3.14 Dangerous Substances

3.14.1 Inventories of dangerous substances used in the School are maintained by the following employees:

Site Manager	Cleaning materials
Teacher	Art material

3.14.2 Local exhaust ventilation (air conditioning system) is examined annually, and tested by a relevant Service Engineer. The Site Manager is responsible for ensuring that report forms are available for reference.

Guidance - see Health and Safety Handbook Section 4.11.

3.15 Manual Handling

3.15.1 The Headteacher and Site Manager are responsible for maintaining an audit of the manual handling activities in the school. They will bring forward proposals, where practicable, to avoid the activity, or to reduce the risk. The proposals will be implemented or included in an appropriate plan where they are dependent on the purchase of equipment. They are also responsible for monitoring safe systems of work where manual handling cannot practicably be avoided.

Guidance- see Health and Safety Handbook Section 4.8

3.16 Radioactive Sources

This section is not relevant at Greenleys Junior School

3.17 Personal Protective Equipment (PPE)

3.17.1 Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment.

All employees are responsible for informing the Business Manager as soon as they become aware of a need to repair or replace PPE which they use.

3.17.2 The Business Manager and Site Manager will be responsible for replacing worn PPE.

3.17.3 PPE will be inspected (eg quarterly, as part of the safety inspection), by the Site Manager, or more frequently if required. Similarly a quarterly (or more frequent) check is to be made that PPE is being used by employees and pupils by teachers.

3.17.4 Arrangements for laundering soiled PPE (e.g. overalls contaminated by blood or body fluids) are organised by the Business Manager.

Guidance- see Health and Safety Handbook Section 4.20

3.18 Waste Management and Cleaning Arrangements

3.18.1 Waste is collected daily by **the cleaners**, and the Site Manager will arrange for its safe storage in appropriately sited secure containers. **All employees** are responsible for reporting accumulation of waste, or large items of waste that require special attention to the Site Manager who will arrange for its disposal.

3.18.2 All staff are responsible for arranging to clear up spillages which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the Site Manager who will arrange for them to be dealt with.

3.18.3 Hazardous materials or substances require special procedures for disposal. **All employees** are responsible for ensuring that hazardous substances are disposed of safely and in accordance with the appropriate risk assessment sheet. Advice may be sought from the Local Authority.

The Site Manager is responsible for informing the Waste Authority of any items of general waste to be collected by it but not covered by the general waste agreement with the LA.

3.18.5 The cleaning arrangements for the School are set out by the Site Manager.

3.18.6 An employee who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the Business Manager or Site Manager who will assess whether the arrangements can be changed.

3.19 Use of Premises Outside School Hours

3.19.1 The Headteacher is responsible for co-ordinating lettings of the premises in accordance with the lettings procedure.

3.19.2 The Site Manager is responsible for informing other users of the building of the presence of any hazards which they may encounter and how the risks have been controlled (*e.g. cordoning off, warning notice*).

3.19.3 The Site Manager is responsible for checking that the premises are left in reasonable order by other users before locking up.

3.20 Safety Representatives and Safety Committees

3.20.1 An employee appointed as a safety representative by his/her association or trade union is required to inform the Headteacher. He/she will be offered facilities in accordance with the Authority's Code of Practice.

3.21 Visitors and Contractors

3.21.1 **All visitors and contractors** should report on arrival on site to Reception or Site Manager who will:

- (i) identify a contact person;
- (ii) issue an identification badge*
- (iii) provide them with relevant health and safety information;
- (iv) remind them of their duties to the School community (if applicable e.g. contractors)

* delete if not appropriate

3.21.2 Visitors will be invited to sign in and will be informed of this request by reception.

3.21.3 An employee seeing an unidentified person should act in accordance with agreed procedures.

3.21.4 The School will normally use contractors on the Council's approved list, where one exists, If a contractor not on a Council approved list, where one exists, is selected the Site Manager is responsible for vetting the firm to ensure that it is competent and capable of undertaking the work and complies with relevant legislation, including the Health and Safety at Work Act*

3.21.5 Responsibility for liaison with contractors, is allocated as follows:

Building Cleaning	Site Manager
Building Maintenance and Improvements	Site Manager
Grounds Maintenance	Site Manager
Catering	Business Manager/Chef

3.21.6 The risk assessment for the cash handling arrangements in the school is undertaken by [the Business Manager](#) and kept in [the office](#).

Guidance: See Health and Safety Handbook Section 4.2 & 4.12 and relevant LMS guidance

3.22 Supplies (Purchasing/Procurement and Deliveries)

3.22.1 The Governing Body will comply with the Code of Safe Working Practice on the Purchasing and Procurement of Supplies and Deliveries.

[The Business Manager](#) is authorised to place orders for supplies and/or to accept gifts or donations to the School. He/she must satisfy him/herself that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors.

They will also assess any revenue implications of the necessary maintenance of donated items.

3.22.2 Deliveries of goods will be reported to the [Business Manager and Office](#).

3.22.3 Arrangements for the safe movement and storage of supplies will be made [by the Site Manager](#).

3.23 Catering

3.23.1 [The Chef](#) is responsible for registering the food premises with the Environmental Health Officers.

3.23.2 Schools with an in-house catering operation

[The Chef](#) is responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards.

Guidance – relevant LMS guidance

3.24 Visits and Recommendations of Enforcing Authorities e.g. HM Inspectors of Factories (HSE), LA Safety Officers, Environmental Health Officer

3.24.1 Notification of visits and recommendations should be given to [the Business Manager](#) who will (i) co-ordinate action (ii) report matters requiring authorisation/action to the Governing Body or LA.

3.25 Display Screen Equipment

3.25.1 The following employees are classified as users of display screen equipment and an assessment will be made by a competent (i.e. trained) assessor of their workstations. They will be entitled to a regular eye test.

[Janet Jago, Gemma Kaluza, Bo Elderton](#)

3.25.2 The Headteacher is responsible for carrying out the risk assessment.

3.25.3 The Headteacher is responsible for initiating action required as a result of the assessment.

Guidance - See Health and Safety Handbook Section 4.3.

3.26 Noise

3.26.1 All employees concerned about the noise levels at work should report the matter to [the Headteacher](#) who will arrange for remedial action or for an assessment to be made by the **Health and Safety Officer**.

Guidance - See Health and Safety Handbook Section 4.24.

3.27 Smoking and Vaping

3.27.1 Smoking and vaping on all business premises is illegal

3.27.2 All job applicants will be informed by [the Headteacher](#) of the no smoking policy.

3.28 Administration of Medicines

3.28.1 [The Headteacher](#) is responsible for deciding whether to agree to requests for the administration of medicines to pupils.

3.28.2 Records of requests for the administration of medicines to pupils which the School has agreed to meet are kept in [the Medical Room](#).

3.28.3 The administration of medicines record book is kept [the Medical Room](#).

3.29 Vehicles

3.29.1 The **Headteacher** is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by the School are operated in accordance with the law and with the County Council regulations for the use of vehicles.

3.29.2 School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure referred to in paragraph 3.13.

3.29.3 Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from [the Headteacher](#) prior to the first use of any vehicle. He/she will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

3.29.4 [The Headteacher](#) is responsible for informing the Council of the acquisition of a vehicle in order that registration, taxing and testing can be arranged.

3.29.5 [The Headteacher](#) is responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Council.

3.29.6 [The Headteacher](#) is responsible for maintaining a list of authorised drivers of School vehicles who have passed the appropriate test.

Guidance - LM guidance

Guidance - See Health and Safety Handbook Section 4.18.

3.30 Bullying/Harassment

3.30.1 The School's policy on behaviour (including bullying) is kept in [the Headteacher's office, the School Office and the Staff Room](#)

3.30.2 Records of bullying incidents and action taken are kept in [classrooms](#).

3.31 Insurance

3.31.1 In addition to the insurances arranged by the County Council for all LA maintained Schools, the Governing Body has decided to arrange the following additional cover:

[Add business cover for staff transporting students](#)

[Trips and journeys insurance.](#)

Guidance see LMS guidance

3.32 Audit, Review, Performance Measurement and Action Plan

[The Headteacher and Business Manager](#) are responsible for sending a copy of the School's Health and Safety Statement to the Council.

3.32.2 [The Governing Body](#) is responsible for carrying out:

- (i) an annual review of the Statement and its implementation in the School;
- (ii) a performance measurement exercise and;
- (iii) including action for improvements in the appropriate development plan.

Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept by [the Business Manager](#).

3.32.3 **The Health and Safety Officer** is responsible for external audit of the management of health and safety in the School.

Guidance - See Health and Safety Handbook Section 6 & 7.

SignedChair of Governors

Date.....

ANNEX 1

MODEL HEALTH AND SAFETY STATEMENT FOR SCHOOLS MODEL LISTS OF RESPONSIBILITIES

1. Governing Body/Individual Governors/Committee

- (i) See Education Service Health and Safety Statement paragraph 2.2.
- (ii) See list on pp 1 - 2 of Model Health and Safety Statement for Schools for responsibilities of Governing Bodies
- (iii) Take any responsibilities from Section 3 of Model Statement (Arrangements) assigned to the Governing Body corporately or to individual governors or committees

2. Headteacher

- (i) See lists on pp 2 - 3 of Model Statement and paragraph s6 of this annex for duties of a) all employees and b) Headteacher.
- (
- ii) Take any responsibilities from section 3 (arrangements) assigned to the Headteacher.

3. Other Employees in Line Management Positions e.g. Deputy Headteacher, Head of Department, Bursar, some Caretakers

- (i) See lists on p 2 and paragraph 6 of this annex of the Model Statement for duties of all employees
- (ii) See lists on pp 2 - 3 of Model Statement for duties assigned to respective employee
- (iii) The following list of responsibilities will normally attach to an employee in such a position unless: they have been specifically allocated to another person and included in their list of responsibilities

(a) Implementation of the school's health and safety arrangements within their area of responsibility as directed by the Headteacher.

(b) Where necessary, establish, maintain and monitor safe working procedures within area of responsibility eg the use, handling, storage and transport of articles and substances.

4. Teachers

- (i) See lists on p 2 of the Model Statement and paragraph 6 of this annex of the Model Statement for duties of all teachers.
- (ii) See lists on pp 2 - 3 of Model statement for duties assigned to respective employee
- (iii) The following list of responsibilities will normally attach to a teacher unless: they have been specifically allocated to another person and included in their list of responsibilities or they are not relevant to the school.

(a) Exercise effective supervision of the pupils, be aware of the emergency procedures and carry them out when necessary

(b) Be aware of safe systems of work to be adopted in their teaching area and apply them as necessary

(c) Give clear instructions and warning of hazards and safety measures before work starts and as and when necessary.

(d) Ensure, so far as it is within their power, that adequate risk assessments have been made for practical lessons, in particular, and ensure that control measures are appropriately deployed.

(e) Ensure that personal protective equipment is used, where required by a risk assessment.

(f) Exercise careful control of products to be made during practical lessons, including researching appropriate regulations e.g. trading standards.

NB These duties also apply to students who are allocated to the school for Teaching practice/observation.

5. Caretakers/Site Maintenance Employees

(i) see lists on p 2 of Model Statement and paragraph 6 of this annex for duties of all employees

(ii) see lists on pp 2 - 3 of Model Statement of duties assigned to respective employee.

(iii) The following list of responsibilities will normally attach to an employee in such a position unless they have been specifically allocated to another person and included in their list of responsibilities.

(a) Ensure, so far as is reasonably practicable, that the toilet facilities are maintained in a clean and hygienic condition, adequately ventilated and supplied with adequate facilities for washing (eg soap, towels).

(b) Ensure, so far as is reasonably practicable, that the school grounds, including playgrounds and playing fields are safe and free of broken glass, dog fouling and other hazards.

6. All Employees - Additional Duties Arising from Employees Arrangements

(i) Check, as far as is reasonably practicable, that classroom/work area and equipment is safe before use.

(ii) Ensure the safe use, transport, handling and storage of articles and substances for which they are responsible

(iii) Inform their line manager of any concerns they may have about the safety of a particular task (eg manual handling) in order that they may assess and, if appropriate, modify the system of work, or refer the matter to the CEO for advice

(iv) All employees are responsible for directing colleagues, visitors or pupils with due regard to health and safety (eg manual handling operations).

7. Responsibilities of Pupils

- (i) Exercise personal responsibility for the safety of themselves and others with whom they work
- (ii) Observe all the health and safety rules of the school
- (iii) Observe standards of dress that are consistent with high standards of health, safety and hygiene
- (iv) Listen to and follow the instructions of any member of staff specially in an emergency
- (v) Use and not wilfully misuse, neglect or interfere with equipment and notices provided for their health and safety.