Health and Safety Policy

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1. Policy statement

The Head Teacher and the governing body recognise their responsibility for giving effect to the safety policy of Wokingham Borough Council in relation to all staff, and any other persons such as pupils and members of the public liable to be affected by the operations and activities of the Centre.

In association with the governing body, the Head Teacher will manage the health and safety functions of the Centre to prevent, so far as is reasonably practicable, injuries to any person as a result of the operations of the Centre. This will be achieved by provision of safe premises and equipment together with effective management of the activities over which the Head Teacher exercises control. Applying the principles of risk management, the Head Teacher will ensure that any necessary risk control measures are introduced and maintained.

So far as is reasonable, the Head Teacher will ensure that staff designated with health and safety responsibilities are competent to achieve the aims prescribed by the authority.

It is equally the duty of all staff to co-operate with the Head Teacher and governing body to ensure the safety of themselves, co-employees, pupils and other persons liable to be affected by their activities at work and adhere to the operational procedures prescribed for the Centre.

2. Organisation

2.1 Head Teacher Responsibilities

The general responsibilities of the Head Teacher are listed in Section 3 of the Wokingham Borough Council safety manual. The Head Teacher will ensure full compliance with all duties and responsibilities in the safety manual. This will include application of all relevant procedures as listed within the guidance section of the manual.

The Head shall have responsibilities for ensuring effective management, 'so far as is reasonably practicable' of all health and safety matters affecting the operations and activities of the Centre. These include those organised on behalf of the centre but being undertaken away from the Centre site. To do this effectively the Head Teacher will work with the governing body to keep them fully informed of the authorities' policies affecting the health, safety and welfare of staff, pupils and other persons of their responsibility. The following points summarise the main responsibilities and duties of the Head Teacher.

- Ensuring at all times the health, safety and welfare of staff, pupils and others using the Centre premise or facilities or services or attending or taking part in Centre sponsored activities.

- Ensuring safe working practices and procedures throughout the Centre.

- Day-to-day responsibility for all health and safety matters in the operations of the Centre.

- Ensuring that those organizing and delivering activities off-site are following safe working practices

- Ensuring effective co-ordination of safety management by either assuming the role of safety co-ordinator or nominating another appropriate person to take on this role.

- Ensuring compliance with the policy and procedures of Wokingham Borough Council as set out in the safety manual.

- Ensuring that all health and safety issues are either dealt with immediately or included in an action plan which is reviewed regularly.

- Ensuring effective communications on health and safety matters exist between the Centre and the Council's Safety Officer.

- Providing Governing Body members with regular reports on all matters affecting health and safety in the Centre.

- In accordance with the WBC policy on risk assessment, ensuring that the Centre carries out adequate assessments and controls the risks to health and safety of all persons from hazards within the Centre and any other of its activities, wherever they are undertaken.

- Ensuring that the Centre provides equipment and articles for the Centre that are adequate for their intended use, are correctly serviced and properly maintained.

- Periodically evaluating the need for health and safety training of staff and arranging its delivery.

- Bringing to the attention of the Governing Body and the authority any matters of health and safety that cannot be resolved, or are of imminent danger to any person.

- Ensuring the Centre's health and safety policy is kept under review and any amendments brought to the notice of all staff.

- Ensuring that any contractors appointed directly by the Centre are competent, have good safety arrangements in place and are aware of any inherent risks present in the building or because of any specific activities likely to take place.

The Head Teacher will be advised and guided in these responsibilities by specialists appointed by the authority. Particulars of these specialists will be made known to the Head Teacher and Governing body through health and safety publications and information circulated by the Head of Public Protection, Wokingham Borough Council.

2.2 Governing Body

The Governing Body will be responsible for monitoring the Centre's arrangements for health and safety management. This will be achieved by ensuring:

- that health and safety is considered regularly, at least annually, (and more frequently should circumstances require), on the agenda of full governing body meetings or, responsibility for monitoring the Centre's health and safety matters can be included in the terms of reference of the Health and Safety Committee, with a duty to report at least annually to the full governing body.

- consideration of the Centre safety action plan presented annually by the Head Teacher to the full Governing Body.

- that adequate resources are available for compliance with health and safety legislation and to meet the standards set by Wokingham Borough Council.

- good consultation with employee representatives.

- that a full safety inspection of the site is carried out each year with the full involvement of at least one member of the Governing Body.

- regular fire alarm checks and evacuation drills are carried out by the Centre.

2.3 Safety Co-ordinator (Admin Leader supported by Caretaker)

This person/s will be responsible for ensuring that action is taken, to formulate and monitor action at the Centre to comply with the requirements set out in this policy and in the safety manual.

The person will generally support the Head of Establishment in the setting of objectives for the Centre and staff. They will also monitor progress taken to meet those objectives and provide assistance and guidance to staff involved.

The safety co-ordinator will be seen as the first point of contact for support with issues that cannot be resolved by staff.

The safety co-ordinator will be responsible for:

- Co-ordinating health and safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the establishment's health and safety standards are being met, reporting on standards and recommending provision of such additional facilities and procedures, including financial provision.

- Ensuring that all accidents and 'near misses' are fully investigated and that action is taken to eliminate the cause, as far as is reasonably practicable.

- Ensuring good liaison between the Centre and contractors, or their representatives undertaking any works on the Centre site, to ensure the safety of all persons exposed.

2.4 All employees

Each employee is responsible for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person. As part of employee's induction all staff are required to sign a copy of the Centre's Safety procedures.

In addition, all employees:

- Must use safety equipment or clothing in a proper manner and for the purpose intended.
- Must not intentionally or recklessly misuse anything supplied in the interests of health and safety.
- Must work in accordance with any health and safety instruction or training that has been given.
- Must co-operate fully with the employer.
- Must not take part in any task for which they have not been authorised and for which they are not adequately trained.
- Must bring to the attention of a responsible person any perceived shortcoming in our safety arrangements, and have a duty to familiarise themselves with this policy.

Procedures

Please refer to the EYFS guidance regarding health and safety, and risk assessment.

This policy is supported by the following procedures, which are reviewed annually by the senior leadership team and shared with staff:

- Emergency lock down procedures
- Fire Alarm Procedures
- Emergency Evacuation Procedure
- Procedure for collection of children from Meadows and Pastures
- Accident - Serious Incident Procedure - adult
- Accident - Serious Incident Procedure - child
- Health & Illness Emergency
- Safe Working Practices
- Emergency Closure of the Centre Procedure

This policy is also supported by the Rainbow Plan (Wokingham Borough Council)

This policy should also be considered alongside these other policies:

- Medication Policy Statement (includes: Management of an acute allergic reaction; Clinical Procedures; Managing Medical Conditions)
- Hot Weather policy
- Sharing of Information at AC
- Visitors Policy and Protocol for Visits to AC
- Physical Intervention Policy