

Lady Katherine Leveson  
Church of England Primary School



Health and Safety Policy

*Responsibility of: The Headteacher, Site Manager and all staff*

*Evaluation: Annually, in the Spring term*

*Lady Katherine Leveson Church of England Primary School*  
*Policy for Health and Safety*

*Overview:*

The Governing Body of Lady Katherine Leveson C of E Primary School meets its responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees. Details of how this is done follow in this policy.

*Executive Summary*

*Purpose:*

The purpose of this policy is to provide safe and healthy working conditions for employees, and to ensure that their work does not adversely affect the health and safety of other people, such as pupils, students, visitors and contractors.

*Rationale:*

Health and safety is the responsibility of everyone at work, overseen by the Site Manager, the Headteacher and the Governing Body, through the Buildings Committee.

*Key Principles*

The Governing Body ensures that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them. This is done through ongoing consultation of general issues via the Site Manager's pigeonhole and an annual feedback and consultation at INSET. This is feedback to Governors through the Site Manager's report to Buildings Committee.

Where necessary, the Governing Body, through the Site Manager, seeks specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body provides sufficient information and training in health and safety matters to all employees in respect to the risk to their health and safety. Training needs are identified through the Performance Management process.

The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the school's activities.

This policy includes a description of the school's organization and its arrangements for different areas of risk

## *Actions and Aims:*

### *Hazardous substances:*

#### *Usage*

All chemicals /hazardous substances to be covered under COSHH or data sheet. Chemical usage to be kept to a minimum and only used where absolutely necessary and even then under COSHH guidance. Where chemicals are to be used, appropriate Personal Protective Equipment (PPE) to be worn, relevant training should be given on use and handling of chemicals and hazardous substances.

#### *Storage:*

Where reasonable and practicable, all chemicals will be locked away securely. Access will be controlled by the Site Manager and only trained staff will be allowed to use them. The stock quantity and location should be listed and noted.

#### *Disposal:*

Chemical and hazardous substances should be disposed of in the guidance given by COSHH.

#### *Lighting:*

Natural lighting should be used where possible, but should also be boosted by an additional source. Fluorescent tubes offer good additional lighting whilst being more efficient than standard bulbs. Lighting should be maintained to a safe condition and tubes or bulbs replaced where necessary. Tubes and bulbs should be disposed of in accordance with Environment Agency rules.

#### *Heating:*

School is kept to a minimum working temperature of 16 degrees Centigrade, as per Health and Safety at Work Act 1974, where reasonably practicable. Heating system to be maintained by regular servicing by qualified, contracted engineers, as per Local Authority guidelines. Should the integral heating system fail, in part or full, then a temporary heating system should be implemented. These heat sources should be placed carefully away from sources of ignition or children, and maintained to a safe condition.

#### *Access and Egress:*

All doors and locks are maintained to a good working order, to allow safe, unhindered access and egress. All doorways are kept clear at all times, to allow safe, unhindered access and egress, particular in case of emergency situations. (Refer to Fire Policy). All external doors to have restricted external access for the security of all personnel within the school.

#### **Road Safety.**

See EVC Policy

### *Monitoring and Evaluation:*

There is ongoing consultation with staff of general issues via the Site Manager's pigeonhole and an annual feedback and consultation at INSET. This is feedback to Governors through the Site Manager's report to Buildings Committee. The Headteacher and Site Manager will review the policy annually, based on the feedback from staff.

### *Introduction:*

#### *What is Health and Safety?*

Health and Safety in our school can be defined as maintaining a safe place of work for staff, pupils and visitors by implementing reasonable steps to reduce the risk of harm or injury.

#### *Roles and responsibilities:*

It is everyone's responsibility to recognise their part in Health and Safety and to create and maintain a safe working environment.

##### Governing Body's Role:

Ensure appropriate documentation is in place and to monitor its implementation.  
Review Health and Safety policy and other documentation.

##### Head Teacher:

Day to day management of Health and Safety.  
Implementation of policy.  
Reporting to Governors.

##### Site Manager:

Dealing with defects promptly.  
Carry out site inspections.  
Carry out risk assessments

##### Staff role:

Understanding of Health and Safety policy, its location and compliance to it.  
Overseeing health and safety of children and adults within the school.

##### Pupils' role:

Understanding their part in health and safety as explained to them by class teacher and other members of staff.