



Ludlow Infant Academy Health and Safety Policy

Reviewed date: November 2018

Next review date: November 2019

It is a requirement under section 2 of the Health and safety at work act that every employer will prepare and maintain a written statement of intent in terms of health and safety in the form of a health and safety policy. Within the framework of this general policy statement, and to further the achievement of the objectives contained therein the undersigned have prepared the following policy for Ludlow Infant Academy.

The policy will be augmented or modified as circumstances demand and will be signed by the Head Teacher in line with the health and safety at work act.

AIMS:

To establish and maintain a safe and healthy working environment

To establish and maintain safe working practices within the parameters of individual working descriptions

To minimise health and safety risk involving the handling, moving and storage of substances and articles

To provide relevant and sufficient training to staff and visitors to the academy

To monitor and review the working practices of contractors

To establish and maintain safe procedures in the event of fire or other emergencies, concerning whole site evacuation

To follow a comprehensive accident investigation and reporting/recording procedure

RESPONSIBILITIES:

The Head Teacher and the Governing Body share overall responsibility for all health and safety related issues

The Head Teacher has daily management responsibilities

Health and safety responsibilities are devolved to relevant managers under the supervision of the Head Teacher

All members of staff and visitors are expected to take responsibility for their own safety and well being, and that of others whose actions may affect

All new members of staff and visitors, students etc. Will be inducted

All contractors will be inducted

PROCEDURES:

Reporting of hazards/potential hazards

All hazards/potential hazards must be reported to the Head Teacher or the manager responsible who will act as appropriate

If the hazard is reported verbally it must be recorded and an action plan raised

The staff health and safety rep will be kept informed

Fire safety and evacuation

Emergency evacuation procedures are displayed prominently by every fire alarm call point/fire door

The evacuation procedure will be discussed with staff after a drill and improvements implemented

Children will be taught the evacuation procedure and regularly reminded of it

The fire drill and evacuation procedure will be practiced at least termly

All fire doors will be clearly marked and exit routes kept clear of obstruction

Fire systems will be maintained and regularly tested

The site manager will conduct fire walks and feed back to the Head Teacher

In the event of fire/need for evacuation

Follow the instructions laid out in the fire safety policy

Be aware of the instructions which are adjacent to each break glass call point

Ensure the site is clear of occupants

Do not put yourself or others at risk

First aid and accident reporting

Any injured person if able to walk should be escorted to the office

If there are any concerns about the casualty, do not move them. Send someone to find a first aider

The first aider will work within the guidelines to protect themselves and the casualty

PPE will be worn if necessary

First aid boxes will be accessible and regularly replenished

All accidents will be recorded in the academy accident book, and HS1 forms and parents will be contacted. Where appropriate bump notes will be issued.

Objectives:

The Head teacher, Governors, and delegated managers of Ludlow Infant Academy, accept the responsibility for the health, safety and welfare of staff, students, visitors and members of the public who may attend or visit the premises within the academy control or who may be affected by its activities. The academy seeks to provide and maintain:

A culture and management system which ensures adequate health and safety at work

Safe plant and equipment

Systems of work which are safe and without risk to health

Robust systems and arrangements for the safe use, handling, storage and transport of articles and substances

Adequate information, instruction, training and supervision to ensure health and safety at work

A safe and healthy working environment

Adequate welfare facilities as embodied in the health and safety legislation

Ensure that the health and safety is effectively planned, organised, controlled and reviewed within the academy

Prepare, implement and review the academy safety policies in order to meet objectives

Ensure that suitable and sufficient risk assessments have been produced and reviewed by the academy in respect of the relevant statutory provisions

Ensure that preventative and protective measures are planned, organised, controlled, monitored and reviewed to ensure the health and safety of all those who may be at risk from any activity whilst on the site.

Ensure that competent health and safety assistance and advice is sought where necessary

Ensure that adequate and qualified training is provided to enable staff and visitors to carry out activities safely

Ensure that activities at the Academy are conducted in line with the relevant statutory provisions and precautions highlighted in risk assessments and in accordance with safe working practise

Ensure that the health and safety policy is robustly adhered to

Ensure that risk is effectively managed by stimulating interest and discussion amongst staff during meetings and daily work

Ensure that the staff health and safety representative and health and safety governor are aware and included in any discussion or changes to working practise

Ensure that health and safety is taken into account when installing new plant and equipment or implementing new systems

Ensure that recommendations from health and safety meetings are properly implemented

Ensure that accidents are investigated and properly recorded

Teachers who have a supervisory role will be responsible that:

Suitable and sufficient assessments as required by statutory provision have been produced and disseminated

Preventative and protective measures are planned, organised, controlled, monitored and reviewed to ensure adequate standards of health and safety in the areas under their control

Competent health and safety advice is sought where necessary

All employees are adequately trained to be able to safely perform any relevant tasks

All activities both on and off site are conducted in line with relevant statutory provisions and precautions are highlighted by risk assessment

Effective risk management is part of the academy culture

Where required trades union representatives are consulted

Accidents are properly investigated and recorded

Health and Safety Service Level Agreement

The Head Teacher, Governors and managers will ensure that the Academy has access to effective Health and Safety advice and audit.

This may come from the Hamwic Trust or competent contractor

The contact number for this service is: 07889602896

Employees:

It is the responsibility of employees to:

Take reasonable care for the health and safety of themselves and of others who their activities may affect

Co-operate fully with the Academy to ensure that all aspects of the site health and safety policies implemented by management are strictly adhered to

Never interfere or misuse anything provided for in the interest of health, safety and welfare

Use PPE where appropriate

Report all incidents and accidents to the relevant management

Report any work situation or procedure that they may consider unsafe

Risk assessments

Risk assessments as required under statute will be completed and disseminated and kept in the health and safety file

Risks identified in the risk assessments will be effectively managed

The health and safety service level agreement will be utilised to ensure risk assessment is current and relevant

Training

All employees will receive health and safety training relevant to their rolls

All visitors will be inducted and receive health and safety training relevant to their rolls

All contractors will be inducted and receive training relevant to the planned works

Trade union representatives will be consulted on any issue which may affect health and safety at work under statutory regulations

Work equipment

All plant and work equipment will be properly maintained so that it is safe to use under the provision and use of work equipment regulations

Training will be provided where necessary to ensure that operatives are competent

An emergency action plan for the academy will be produced and disseminated to relevant staff

The plan will include a business continuity section

Audit

The Academy will undertake that a health and safety audit will be completed by competent persons to ensure that all systems in place are current and follow statutory legislation

General public and visitors

Steps will be taken to provide for the health and safety of third parties, including the general public and third parties

These steps will include where appropriate:

Fencing hazardous areas

Posting warning notices

Prohibiting persons from certain areas

Maintaining good housekeeping standards

Securing hazardous articles and substances

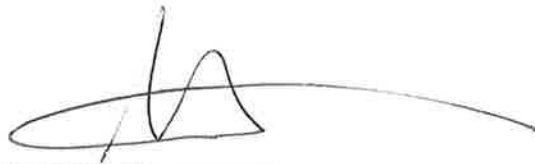
Following risk assessments

References

The health and safety advice manual and the health and safety service level agreement will be referenced in order to ensure that information contained in the health and safety policy is current and follows statutes

SIGNED HEAD TEACHER N.K. Nadkarni

DATE NOV 18.



SIGNED SITE MANGER _____

DATE NOV. 18