



Rawmarsh Ryecroft Infant School

Health & Safety Policy

Date: July 2023

Review Date: July 2025

Our statement of general policy is:

- to make adequate arrangements for the health, safety and welfare of the staff, pupils, visitors, and other persons affected by or involved in the work activities of the school.
- to provide adequate management of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment.
- to ensure safe use, handling, storage, transport of articles and substances
- to provide information, instruction, and supervision for employees
- to ensure all employees are competent to do their tasks safely, and to give them adequate training where required.
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to monitor health and safety standards
- to review and revise this policy as necessary at regular intervals.

Signed: Mrs K Blythe Headteacher

Signed: Mr C Oxer Chair of Governors

Date: July 2023

Review Date: July 2025

RESPONSIBILITIES

Overall and final responsibility for health and safety is that of	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher Mr C Oxer Chair of Governors
Day to day responsibility for ensuring this policy is put into practice is delegated to	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher Mr C Oxer Chair of Governors
To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas	<u>Name</u> Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher <u>Responsibility</u> General identification/assessment of risk and lead any action. <u>Name</u> Mr C Oxer Chair of Governors <u>Responsibility</u> Liaise with HT and advise governing body of risk and action. <u>Name</u> Relevant RMBC Staff/Caretakers <u>Responsibility</u> To carry out monthly Health & Safety returns. Carry out daily site inspections. Report/action re concerns.

	<u>Name</u> All staff <u>Responsibility</u> To remain vigilant at all times & report any concerns. <u>Name</u> Mr P Stewart RMBC Building Manager <u>Responsibility</u> Liaison re risk & H & S
All employees must: • co-operate with supervisors and managers on health and safety matters. • not interfere with anything provided to safeguard their health and safety. • take reasonable care of their own health and safety. • report all health and safety concerns to an appropriate person (as detailed in this policy statement).	

ARRANGEMENTS

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher Relevant teaching staff as required
The findings of the risk assessments will be reported to	Mr C Oxe Chair of Governors Mr P Stewart RMBC Building Manager Governing Board
Action required to remove/control risks will be approved by	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher Mr C Oxe Chair of Governors
Assessments will be reviewed every year or when the work activity changes, whichever is soonest.	

CONSULTATION WITH EMPLOYEES

Employee Representative(s) are	Mrs K Blythe Mrs H Anderson Mrs G Marson Miss N Davies Mrs N Moxon Any other relevant staff
Consultation with employees is provided by	Governors via termly meeting and HT report

SAFE PLANT & EQUIPMENT

Responsibility for identifying all equipment/plant needing maintenance.	Relevant RMBC Staff / Caretakers
Responsibility for ensuring effective maintenance procedures are drawn up.	Relevant RMBC staff/Caretakers
Responsibility for ensuring that all identified maintenance is implemented.	Relevant RMBC staff/Caretakers

Any problems found with plant/equipment should be reported to	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher School office staff Relevant RMBC staff/Caretakers
Responsibility to check that new plant and equipment meets health and safety standards before it is purchased	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher School office staff Relevant RMBC staff/Caretakers

SAFE HANDLING AND USE OF SUBSTANCES

Responsibility for identifying all substances which need a COSHH assessment.	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher School office staff Relevant RMBC staff/Caretakers
Responsibility for undertaking COSHH assessments.	Relevant RMBC Staff / Caretakers
Responsibility for ensuring that all actions identified in the assessments are implemented.	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher School office staff Relevant RMBC staff/Caretakers
Responsibility for ensuring that all relevant employees are informed about COSHH assessments.	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher School office staff Relevant RMBC staff/Caretakers
Responsibility to check that new substances can be used safely before they are purchased.	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher School office staff Relevant RMBC staff/Caretakers
Assessments will be reviewed every year or when the work activity changes, whichever is soonest.	

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at/leaflets are issued by	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher
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Health and safety advice is available from	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher Mr P Stewart RMBC Building Manager Mr D Fenton RMBC H&S
Supervision of young workers/trainees will be arranged/undertaken/monitored by	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher
Responsibility for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher

COMPETENCY FOR TASKS & TRAINING

Induction training will be provided for all employees by	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher All class teachers/relevant staff
Job specific training will be provided by	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher All class teachers/relevant staff Any other multi-agency professionals
Specific jobs requiring special training are	• Locking/unlocking • Setting Alarms • All safety procedures • Boiler firing/electrical equipment • Legionella testing • Fire alarm testing/safety • General admin e.g. photocopier, laminator, guillotine etc. • High level working e.g. moving & handling policy. • Lunchtime supervision of pupils • Volunteers in school • Teaching students
Training records are kept at/by	Mrs G Marson Mrs N Moxon Miss N Davies
Individual staff CPD files are kept by	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher

Training will be identified, arranged, and monitored by	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher
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ACCIDENTS, FIRST AID & WORK-RELATED ILL HEALTH

Health surveillance is required for employees doing the following jobs	N/A
Health surveillance will be arranged by	N/A
Health surveillance records will be kept by/at	N/A
The first aid box(es) is/are kept at	• Corridor Cupboard • Individual Classrooms • Staffroom • Playground
The first aiders are	First Aid at Work: Rachael Denby Pediatrics / Emergency First Aid: Named staff-see information on display in staffroom
All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at	Office/and corridor cupboard Minor incidents - corridor cupboard
The following person is responsible for reporting accidents, diseases and dangerous occurrences to the RMBC Health and Safety section.	Mrs K Blythe Mrs H Anderson Mrs G Marson Miss N Davies Mrs N Moxon

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will	• Remain vigilant at all times and report any concerns. • Share responsibility for monitoring risks & reporting hazards • Keep health & safety training up to date. • Carry out spot checks
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	• Carry out site inspections with Governing Board & Building Manager • Act immediately to combat risk. • Ensure accidents are investigated & reported. • Take action if required
Responsibility for investigating accidents.	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher
Responsibility for investigating work-related causes of sickness absences	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher
Responsibility for acting on investigation findings to prevent a recurrence	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher

EMERGENCY PROCEDURES - FIRE AND EVACUATION

is responsible for ensuring the fire risk assessment is undertaken and implemented.	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher
Escape routes are checked daily by	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher
Fire extinguishers are maintained and checked by/every	All checked annually by nominated company
Alarms are tested weekly by	Nominated RMBC staff
Emergency evacuation will be tested every	Term
The Security Coordinator is	Mrs K Blythe Headteacher Mrs H Anderson Deputy Headteacher
The Deputy Security Coordinator is	Mrs S Sinclair Nominated RMBC staff

AREAS OF RISK TO CONSIDER

- Asbestos
- Chemicals
- Science related risks
- Legionella
- Display Screen Equipment (VDUs)
- Electricity
- Building / Maintenance work on site
- Falling objects/collapsing structures
- Fire and Explosion
- Machinery (including guarding)
- Manual Handling
- Noise
- Pressure Systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fume, etc.)
- Temperatures
- Transport
- Vibration
- Violence to staff
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment
- Educational Visits
- Site Security
- Gas appliances

FURTHER GUIDANCE

The following guidance booklets are available from the contact below:

- Five Steps to Risk Assessment
- A guide to Risk Assessment requirements
- Buying new machinery
- COSHH
- First Aid at Work
- Consulting employees on health and safety

FURTHER INFORMATION

Further advice on completing this health and safety policy document and other aspects of health and safety is available from:

Anrew Guest (RMBC School Planning, Admissions and Appeals Service)

Telephone: 01709 255220

Email: andrew.guest@rotherham.gov.uk

RMBC Health and Safety Section

Telephone: 01709 822190