



Health and Safety Management Manual

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I lift up my eyes to the mountains - where does my help come from? My help comes from the LORD, the Maker of heaven and earth. He will not let your foot slip—he who watches over you will not slumber; indeed, he who watches over Israel will neither slumber nor sleep. 5 The LORD watches over you—the LORD is your shade at your right hand; the sun will not harm you by day, nor the moon by night. The LORD will keep you from all harm—he will watch over your life; the LORD will watch over your coming and going both now and forevermore.

Psalm 121

Introduction Statement

Emmanuel School is committed to a policy of continual improvement in all matters related to health and safety. This manual provides the foundations for systems and procedures, which will enable the school to implement its policy.

The prime purpose of this manual is to identify and clarify the broader safety requirements, safety responsibilities and the arrangements, which must exist in order to discharge those responsibilities.

The safety requirements, which are defined within this manual, may be there as a direct result of legislation, as a consequence of the experiences of this or other schools, or as a result of school policy.

The safety responsibilities are defined and wherever possible they are assigned to an individual or to a position of authority within the management structure.

The arrangements described within this manual prescribe those systems and procedures, which should exist in order to achieve and maintain an acceptable standard of safety.

Section 1

Health and Safety Policy

SECTION CONTENTS

1.1 RESPONSIBILITIES

- Emergency Procedures
- Physical Education – H&S
- Responsibilities of the Head Teacher and the Board of Governors
- Responsibilities of All Staff
- Responsibilities of All Pupils
- Responsibilities of H&S Advisor

1.2 HEALTH & SAFETY ORGANISATION

1.3 POLICY IMPLEMENTATION

1.4 HEALTH AND SAFETY ACTION PLAN

1.5 TRAINING

1.6 AUDIT/INSPECTIONS

1.7 CONCLUSION

1.1 RESPONSIBILITIES

The school accepts its responsibilities to safeguard the health and safety of pupils, staff, governors and visitors to Emmanuel School premises and any person who may be affected by the activities of the staff and pupils of the School.

Specific Health and Safety Responsibilities

The responsibility for the implementation of the policy rests with **Mr Ben Snowdon** the school Head Teacher.

The Governor responsible for Health and Safety is **Peter Hallam**

Specific responsibility for co-ordinating, monitoring and the implementation of the Health and Safety Policy is delegated to all staff working at the school.

Emergency Procedures

It is the policy of Emmanuel School to be prepared for foreseeable emergency situations, e.g. fires, intruders, explosions, etc.

The Head Teacher is charged with the responsibility of ensuring adequate arrangements are in place for such eventualities. In particular he is responsible for:

- a) Developing plans and procedures, which will minimise the risk to the health and safety of pupils, staff and all other persons who may be affected and to property and the environment.
- b) Ensuring that the plans/procedures are made known to all persons who may be affected.
- c) Ensuring that there are sufficient competent and trained personnel capable of implementing the plans/procedures.
- d) Ensuring that sufficient and adequate equipment is available.
- e) Ensuring by training through practice and drills that the procedures are known, understood and are effective.

Physical Education (PE) Policy – Health and Safety

- a) Pupils must not wear items of jewellery including watches
- b) Pupils must wear correct PE kit as stipulated in the school uniform policy including appropriate footwear.
- c) Long hair should be tied back.
- d) Pupils should be made aware of each hazard in each area of sport and respond appropriate to the level of risk.
- e) Correct instruction should be given in the use of any specialist equipment.
- f) Pupils should warm-up and cool down effectively before and after activity.
- g) When going off-site, the member of staff should take with them a mobile phone in case of emergency. In addition, a basic first aid kit should be taken by the member of staff.

General Health & Safety Responsibilities

Responsibilities of the Head Teacher and the Board of Governors

- a) To promote an awareness and a positive attitude in respect of all matters relating to health and safety.
- b) To ensure that the School's Health and Safety Policy is understood and accepted by all staff and pupils.
- c) To ensure that all staff and pupils accept and discharge their health and safety responsibilities.
- d) To ensure that all staff and pupils are adequately trained and are competent in all relevant matters relating to health and safety.
- e) To liaise with the H&S advisor so as to establish and maintain work systems and procedures in order to ensure the health and safety of all staff and pupils and all others who may be affected by the school's activities.
- f) To establish and maintain system/procedures to ensure adequate selection, training, information and supervision of all staff and pupils.
- g) Establish and maintain systems/procedures to ensure that all risks to health, safety and welfare in respect of school activities are adequately assessed.
- h) Establish health and safety standards for the activities and areas under their control.
- i) Ensure that the activities/areas under their control are monitored with respect to health and safety performance and where necessary that corrective remedial actions are taken.
- j) Ensure that all accidents within their control are reported and thoroughly investigated and where appropriate measures are taken to prevent re-occurrence.
- k) To promote a culture of continual improvement.

Responsibilities of all Staff

- a) Ensure that all pupils under his/her control are aware of the School's Health and Safety Policy Statement and understand and accept their responsibilities under the Policy.
- b) Operate within all of the requirements of all relevant legislation, Approved Codes of Practice or school procedures.
- c) Take positive remedial action to correct identified unsafe working conditions or practices or refer to the Head Teacher any of these for which he/she cannot achieve any satisfactory solution with the resources available to him/her.
- d) Ensure that safety standards and procedures are established for operations where a degree of risk is identified as foreseeable or apparent. These and other safety requirements must be made known to all pupils.
- e) Ensure pupils are properly trained, instructed in safe working methods, and adequately supervised at all times. Particular emphasis must be placed on new pupils and the very young.
- f) Ensure that all pupils in his/her class are familiar with fire and emergency procedures and means of escape together with all first aid and emergency facilities.
- g) Ensure that protective clothing and equipment are issued to pupils as required and that all pupils under his/her control are instructed as to the use and maintenance of such clothing and equipment. All staff shall set a personal example by wearing protective equipment when appropriate.
- h) Ensure that visitors, including contractors, are aware of hazards that may exist in the classrooms that they (the contractors or visitors) are working or are responsible for. Where appropriate, visitors will be provided with protective clothing and equipment which they must wear whilst on School premises. Before commencement of work, any safety rules/regulations applicable to the premises must be drawn to the contractors' attention. In order to ensure that their activities do not affect health and safety of staff or pupils, or members of the public, arrangements must be made to monitor contractors' work.

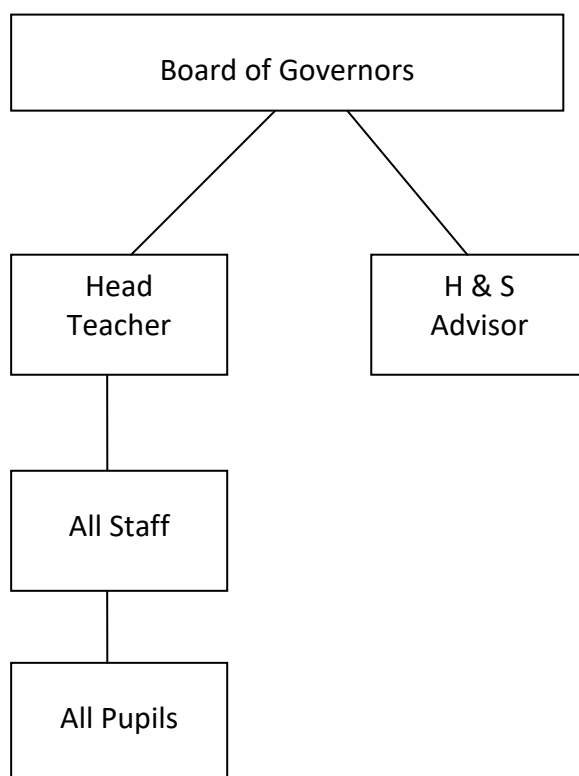
Responsibilities of all Pupils

- a) Take reasonable care for his/her own health and safety.
- b) Take reasonable care for the health and safety of those who may be affected by his/her acts or omissions.
- c) Use equipment which is supplied for the purpose of health and safety.
- d) Not to abuse or interfere with equipment which is supplied for the purpose of health and safety.
- e) Comply with any health and safety procedures and instructions.
- f) Not to undertake tasks without the appropriate training and instruction.
- g) Report to any member of staff anything they see as unsafe or potentially unsafe.

Responsibilities of the Health and Safety Advisor

- a) To consult with EMCF and board of governors with regard to matters of health and safety.
- b) To investigate potential hazards and dangerous occurrences at the workplace.
- c) To examine the causes of accidents at the workplace.
- d) To investigate complaints by any member of staff or pupil relating to health, safety or welfare at work.
- e) To carry out inspection of the workplace and carry out a risk assessment.
- f) To receive information from any HSE inspection.
- g) To bring any matters regarding health and safety to the governors.

1.2 HEALTH AND SAFETY ORGANISATION



1.3 POLICY IMPLEMENTATION

In order to ensure that the required standard of health and safety is achieved within the school it is essential to maintain a documented health and safety system. Emmanuel School achieve the required standard by producing, issuing, controlling and updating this Health and Safety manual

Management System

The school has established and maintains a documented health and safety system
It is the policy of the school to comply with the following health and safety law;

- Health and Safety at Work etc Act 1974 (policies),

- Management of Health and Safety at Work Regulations 1999

and all other relevant health and safety legislation.

Management Manual

The health and safety system is described in this manual. This description provides an overall statement of the operating method and the organisation of health and safety within the school.

Control of Manuals

The Health and Safety Management Manual is controlled by documented procedures which provide for:

- a) Unique identification including issue status.
- b) Review and approval by authorised persons prior to issue, including amendments.
- c) The manual is held electronically in the school computer system.

1.4 HEALTH AND SAFETY ACTION PLAN

The school has implemented a health and safety action plan to co-ordinate the completion of remedial actions. The completion and management of the action plan is the responsibility of the Head Teacher and Board of Governors.

1.5 TRAINING

In order to achieve a regime of continuously improving safety standards, programmes of training are developed and maintained. These programmes are aimed at all levels and designed to ensure an awareness of health and safety requirements by governors, staff and pupils.

1.6 AUDITS/INSPECTIONS

Safety audits/inspections are carried out in all areas of the school to ensure that the provisions of this policy are being properly applied and that the areas can be considered to be safe. An annual review shall be conducted by the head teacher and the H & S advisor to ensure that the school performance in health and safety is improving and is compliant with all statutory codes.

1.7 CONCLUSION

This policy reflects the school's serious intent to accept its responsibilities in all matters relating to Health and Safety. The Safety Organisation and Safety Responsibilities section of the Health and Safety Manual describe the arrangements, which are in place to implement the policy.

Section 2

Assessment of Risk

SECTION CONTENTS

- 2.1 INTRODUCTION
- 2.2 RESPONSIBILITIES
- 2.3 AREAS OF SPECIAL RISK

2.1 INTRODUCTION

Scope

In order to ensure that health and safety is afforded adequate consideration and priority, the assessment of the associated risks from the running and maintenance of the school and the appropriate education of the pupils.

In planning the activities, consideration is given to ensuring, so far as is reasonably practicable, the health, safety and welfare of staff and pupils directly involved and any other person who may be affected.

General Requirements

Risk Assessments will be produced by competent persons. Following appropriate training, all members of staff of Emmanuel School are assessed as competent to carry out risk assessments.

In planning the process, the competent person will ensure that:

- a) The risks to the health and safety of staff and pupils directly involved and others who may be affected are assessed.
- b) The risks are reduced as far as is reasonably practicable.
- c) The risks are acceptable.

2.2 RESPONSIBILITIES

All Staff

It is the responsibility of all staff to ensure that the risk assessment adequately defines processes that, so far as is reasonably practicable, are safe.

In particular the risk assessment:

- a) Defines in unambiguous terms the method to be adopted.
- b) Identifies equipment to be utilised in the process, which is adequate in respect of health and safety.
- c) Identifies any special skills or training required.
- d) Clearly defines any precautions which are necessary in order to reduce the risk to health and safety.

Head Teacher

It is the responsibility of the Head Teacher to ensure, so far as is reasonably practicable, that the activity is carried out safely.

In particular they will ensure that:-

- a) The activity as described in the risk assessment may be undertaken with reasonable safety to staff, pupils and others.
- b) The equipment identified for use in the activity is adequate and safe for the task
- c) The individual nominated to control the activity understands the instructions, knows of the necessary precaution, possesses necessary skills and has received sufficient training to complete the operation safely.
- d) Where any activity is identified as high risk or as a special risk the appropriate controls & precautions are put into place.

2.3 AREAS OF SPECIAL RISK

The following activities are recognised as potentially requiring additional attention in relation to the management of risk and require staff to undertake a specific risk assessment which will need to be seen and approved by the head teacher.

- Science
- D.T (some areas)
- Physical Education
- Activities taking place off the school premises
- Travelling/walking to and from out of school activities

Section 3

Accident/Incident Reporting and Recording

SECTION CONTENTS

- 3.1 SCOPE
- 3.2 RESPONSIBILITIES

3.1 SCOPE

The school has a statutory duty to report, record, investigate and notify enforcing authorities of specified accidents and incidents.

Definition

An accident or incident is an unplanned event caused by unsafe acts or conditions which result in injury or damage or which had the potential for injury or damage.

General Requirements

The objective in reporting, investigating and recording accidents and incidents is to:

- a) Prevent reoccurrence of the same or similar.
- b) Identify any underlying causes.
- c) Measure health and safety performance.

The statutory requirements for reporting, recording, investigating and notifying of accidents/incidents are contained within:-

- a) The Social Security (Claims and Payments) Regulations (1979).
- b) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (1995).

In order to achieve its objectives the school's policy is to exceed the statutory requirements and report and record all accidents/incidents.

3.2 RESPONSIBILITIES

Head Teacher

It is the responsibility of the Head Teacher to ensure so far as is reasonably practicable that:-

- a) All accidents/incidents and near miss events are reported.
- b) Where appropriate casualties receive adequate treatment.
- c) All reported accidents and incidents are recorded in accordance with school procedures.
- d) All accidents and incidents are adequately investigated.
- e) Where appropriate, action is taken to prevent reoccurrence of the accidents and incidents.

All Staff

Any member of staff involved in or witnessing an accident or incident is responsible so far as is reasonably practicable for ensuring that:-

- a) The accident or incident is reported to the Head Teacher.
- b) Where appropriate, casualties receive appropriate treatment.
- c) The details of the accident or incident are accurately recorded

Health and Safety Advisor

The Health and Safety Advisor is responsible for ensuring that:-

- a) All reported accidents are adequately recorded.
- b) Where appropriate, accidents and incidents are notified to the governing body
- c) All reported accidents are adequately investigated.
- d) Where appropriate, action is taken to prevent reoccurrence.
- e) All records of accidents are retained for the purpose of monitoring health and safety performances and the identification of accident trends.
- f) Where required, assistance is given to statutory bodies, investigating an accident.

Section 4

Safety Audits and Inspection

SECTION CONTENTS

- 4.1 SCOPE
- 4.2 RESPONSIBILITIES

4.1 SCOPE

It is essential that the standards of health and safety are maintained at the highest level in all areas within the school.

Safety audits and inspections measure health and safety performance standards and identify areas and activities where improvement is necessary.

General Requirements

The requirements are to ensure that all areas in which the School operates are subject to an appropriate level of safety audit and inspection.

Areas of higher risk, e.g. playgrounds require more rigorous and formal inspections than lower risk areas such as offices.

Where appropriate, safety audits and inspections are formally documented and records of findings maintained.

RESPONSIBILITIES

Head Teacher

The Head Teacher is responsible for maintaining the standards of health and safety in the areas under their control. In particular, they are responsible for ensuring that the environment and activities are safe for all staff and pupils and any others who may be affected by the activities.

It is the responsibility of the Head Teacher to ensure that audits and inspections conducted are sufficient and adequate to maintain the health and safety standards of the area and that identified actions from these audits and inspections are managed via the school health and safety action plan.

Where appropriate, the Head Teacher is responsible for implementing the documented safety inspection procedure at intervals adequate for the needs of the area.

All Staff

All members of staff are responsible for ensuring the health and safety of themselves and all others who may be affected by their activities.

They are required to co-operate with the governors and the Head Teacher to enable them to discharge their responsibilities with regard to health and safety.

All members of staff are also responsible for co-operating with the Governors and the Head Teacher when conducting a safety audit or inspection.

Health and Safety Advisor

The Health and Safety Advisor is responsible in conjunction with the Head Teacher for ensuring that safety audits and inspections are adequate and sufficient for the levels of risks in the area.

The Health and Safety Advisor is responsible so far as is reasonably practicable for identifying and making known any health and safety deficiencies found in the safety audit or inspection.

Where deficiencies are discovered, the Health and Safety Advisor is responsible for providing any advice or knowledge necessary to remedy the situation.

Section 5

Safety Training

SECTION CONTENTS

- 5.1 SCOPE
- 5.2 RESPONSIBILITIES

5.1 SCOPE

Training is an important way of achieving competence and helps to convert information into safe working practices. It contributes to the organisations health and safety culture and is needed at all levels.

The training requirements include basic skills training e.g. first aid, specific on-the-job training and training in emergency procedures.

General Requirements

Much of the requirement for training is embodied in statute. In particular this includes, but is not limited to:-

- a) Health and Safety at Work etc. Act (1974)
- b) Management of Health and Safety at Work Regulations (1999)

These regulations identify the type of training required which includes: basic skills training, specific on-the-job training and emergency procedures training.

The regulations further identify the points in time when training should be given, e.g. induction, change of environment, transfer or new responsibilities, change in the work system or refresher training.

5.2 RESPONSIBILITIES

Head Teacher

The Head Teacher is responsible for ensuring that all staff have received training which is adequate and sufficient to ensure that they are able to carry out their function without unacceptable risk to the health and safety of themselves, the pupils or others who may be affected by their activities.

All Staff

All members of staff must recognise his or her own level of competence and not attempt to act beyond that level. Whenever he or she has doubt regarding their competence to carry out their assigned duties, it is their responsibility to request training.

SECTION 6

Safety Records

SECTION CONTENTS

- 6.1 SCOPE
- 6.2 RESPONSIBILITIES

6.1 SCOPE

Legislation dictates that the School maintains health and safety related records on a diversity of topics. In addition to statutory requirements other health and safety records are maintained with in the schools records

6.2 RESPONSIBILITIES

Head Teacher

The Head Teacher is responsible for establishing and maintaining records of the results of any health and safety inspection which have been conducted
He is further responsible for maintaining records of Risk Assessment
Where appropriate, the Head Teacher ensures that records are established and maintained for equipment under her control. These records will include details and results of:-

- a) Electrical Equipment inspections, maintenance.

Health and Safety Advisor

Records of safety audits and reports of accidents and incidents are the responsibility of the Health and Safety Advisor.

APPENDIX 1 – LIST OF RECORDS

The following listing is intended as a guide but not as an exhaustive list, to the safety records kept by the School.

<i>Title of Document</i>	<i>Retention Period</i>	<i>Location</i>	<i>Misc Comments</i>
<i>Risk Assessments – General school visits with children</i>	<i>3 years</i>	<i>File in staff room</i>	
<i>Fire Risk Assessments</i>	<i>3 years</i>	<i>School office</i>	
<i>Fire Alarm Tests</i>	<i>3 years</i>	<i>Fire Safety Folder – school office</i>	
<i>Fire Drills / Evacuations</i>	<i>3 years</i>	<i>Fire Safety Folder – school office</i>	
<i>Risk Assessments – General H & S</i>	<i>3 years</i>	<i>School office</i>	
<i>Health and Safety Action Plan</i>	<i>3 years</i>	<i>Management of Health & Safety at Work Regs</i>	
<i>Health and Safety Law Poster</i>	<i>3 years</i>	<i>On Notice board outside staff room- Health and Safety at Work Act</i>	
<i>PAT Testing Records</i>	<i>3 years</i>	<i>School office Electricity at Work Regulations</i>	
<i>List of Trained First Aiders</i>	<i>3 years</i>	<i>Certificate on board outside staff room- First Aid at Work Regulations</i>	
<i>First Aid accident book</i>	<i>3 years</i>	<i>First Aid Cabinet in the staff room</i>	
<i>Employers Liability Insurance</i>	<i>3 years</i>	<i>School office- Employers Liability</i>	
<i>Boiler Maintenance Records</i>	<i>3 years</i>	<i>School office PUWER Regulations</i>	
<i>HSE RIDDOR Reports</i>	<i>3 years</i>	<i>RIDDOR</i>	

Section 7

Emergency Procedures

SECTION CONTENTS

- 7.1 SCOPE
- 7.2 RESPONSIBILITIES

7.1 SCOPE

The School has assessed those emergency situations which it considers may occur at its premises. Accordingly, procedures are produced to accommodate the situations and minimise risk to health and safety of staff, pupils and others who may be affected.

General Requirements

It is a statutory requirement of the Management of Health and Safety at Work Regulations (1999) that the School prepare procedures to be implemented in the event of a foreseeable emergency, e.g. fire.

The regulations further require that: -

- a) A sufficient number of competent persons are nominated to implement the procedures.
- b) All staff and pupils who may be exposed to the danger are aware of the nature of the hazard and the steps necessary to protect them from it.

7.2 RESPONSIBILITIES

Head Teacher

The Head Teacher is responsible for ensuring that all situations of imminent danger are assessed.

Having assessed the situations he is then responsible for ensuring that:-

- a) Where appropriate, a procedure exists or is devised.

Emmanuel School Policies

- b) A sufficient number of staff are trained in the procedure such that it may be fully implemented.
- c) All of those who may be affected by the danger are aware of the danger and the procedure to avoid it.
- d) Sufficient practices/drills are carried out to ensure the adequacy of the procedures.

Health and Safety Advisor

The Health and Safety Advisor is responsible for ensuring that:

- a) An adequate procedure is devised suitable to the situation.
- b) The Governing Body are aware of the relevant procedures.
- c) The competent persons nominated are adequately trained.

See Also the 'Fire Safety and Emergency Evacuation Policy' and 'Asbestos Management Procedure'

Section 8

[First Aid - please refer to our First Aid Policy](#)