



Walter Infant School

HEALTH AND SAFETY POLICY

DOCUMENT HISTORY

Version	Action	By	Date
1.0	Draft	Fiona Cross/Trevor Sleet	
1.0	Approval	Environment Committee	
1.0	Approval	Full Governing Body	July 2010
1.0	Re-approval	Environment Committee (by email)	June 2012
1.0	Re-approval	Full Governing Body	4 July 2012
1.0	Re-approval	Environment Committee	4 February 2014
1.0	Re-approval	Full Governing Body	19 March 2014
1.0	Approved	FGB – no changes	September 2016

Review Point: Summer 2017 – or when procedures or policy changes dictate

HEALTH AND SAFETY POLICY

1 STATEMENT OF INTENT

- 1.1 The Governing Body of Walter Infant School acknowledges its responsibilities as laid down by the Department for Education (DofE).
- 1.2 The Governing Body acknowledges Wokingham Borough Council's Corporate Health and Safety Policy, acting as Local Authority and employer, and provides the following additional statement of intent to cover all school buildings, activities and undertakings for which it is responsible.
- 1.3 This Statement is issued in accordance with the Health and Safety at Work Act (1974) (the Act) and all other appropriate statutory provisions, eg Regulations and Authorised Codes Of Practice (ACOPS).
- 1.4 The Governing Body is committed to:
 - 1.4.1 Providing a safe and healthy working environment for staff, pupils and visitors.
 - 1.4.2 Providing adequate resources for the school to meet its health and safety responsibilities.
 - 1.4.3 Providing adequate and competent supervision of all school activities.
 - 1.4.4 Providing suitable and sufficient health and safety training for personnel to carry out their health and safety responsibilities as assigned in the responsibilities section of this policy.
 - 1.4.5 Achieving continuous health and safety improvement through effective:
 - policies;
 - organisation;
 - planning and implementation;
 - carrying out of risk assessments for both in and out of school activities as appropriate;
 - carrying out of regular inspections; and
 - auditing of the school's health and safety management systems and performance.
 - 1.4.6 Responding to internal and external changes that may affect the school's health and safety arrangements.
- 1.5 The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body will take all reasonable steps to identify and reduce hazards to a minimum, but all staff, pupils, contractors and visitors must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

2 HEALTH AND SAFETY RESPONSIBILITIES

- 2.1 **Wokingham Borough Council's** role as Local Authority (LA), and employer, and its responsibilities in respect of that role are acknowledged by the Governing Body.
- 2.2 **The Governing Body** has strategic responsibility for health and safety within all areas of the school's undertakings and is answerable to the LA for its actions, on behalf of which it makes decisions. The Governing Body, along with the Head Teacher, is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.
- 2.3 **The Head Teacher** has responsibility for the day-to-day operation of health and safety and welfare policies and practices, as delegated by the Governing Body, within all areas of the school's undertakings. The Head Teacher, along with the Governing Body, is responsible for ensuring that advice from competent health and safety advisers is sought on health and safety matters in order to comply with regulatory controls.
- 2.4 **Members of Staff** are responsible for their own health and safety, that of their colleagues and members of the public, who may be affected by their work activities. They are responsible for ensuring that safe working conditions are maintained for all pupils, other employees, visitors, members of the public and, where applicable, contractors throughout their individual work areas, as delegated by the Head Teacher, or Governing Body.
- NOTE:**
Those staff not directly employed by the school, but who are assigned to the school by Wokingham Borough Council eg caretakers etc have the same responsibilities as members of staff as outlined above.
- 2.5 **Pupils** shall observe all the codes of conduct and safety rules of the school. They shall obey the instructions of the staff in the event of an emergency. They shall exercise personal responsibility for the safety of themselves and their fellow pupils.
- 2.6 **Visitors** to the school shall observe the rules of the school and shall not compromise the health and safety of the pupils, members of staff, other visitors or the premises.
- 2.7 **Contractors**, whether they be contracted by Wokingham Borough Council or the school, e.g. kitchen staff, cleaners, ground and building maintenance, builders etc are responsible for their own health and safety and that of those around them, who may be affected by their work activities.

3 REVIEW

The Governing Body will review this policy annually. If any significant changes are required as a result of this review, or through changes in legislation etc. this document will be updated so as to ensure the health, safety and welfare of staff and pupils.

4 HEALTH AND SAFETY HANDBOOK

This Health and Safety Policy is supported by specific procedures, work instructions and guidelines. These are contained within the school's Health and Safety Manual, a copy of which is held in the School Office.