



Health & Safety Policy

The Governing Bodies of Coppice School and Langley school recognises that the health, safety and welfare of all staff and pupils, whether on the schools premises or carrying out the schools business elsewhere, is primarily the responsibility of the LEA. We acknowledge and accept that for practical purposes that this responsibility is to a great extent delegated to the School Governing Body. These responsibilities also extend to other persons while on the school premises.

On behalf of the Governing Body, we accept the duties and obligations imposed upon us under the Health and Safety at Work Etc. Act 1974, The Education (School Premises) Regulations 1999 and will through this Policy ensure, so far as is reasonably practicable, the health, safety and welfare of:

- 1) all persons employed at Coppice School and Langley school and Langley School whilst they are at work;
- 2) persons other than Coppice School and Langley school employees who may be exposed to risks arising out of, or in connection with, the activities of employees of Coppice School and Langley school whilst they are at work.

To effectively achieve this, Coppice School and Langley school will provide, so far as is reasonably practicable:

- a) safe premises, plant and systems of work;
- b) safe methods of using, handling, storing and transporting of articles and substances;
- c) information, instruction, training and supervision;
- d) a safe working environment;
- e) safe access to, and egress from, a place of work and procedures for evacuation in emergencies.

The Governing Bodies for Coppice School and Langley school will observe at all times the general policy, guidance and instructions issued by the Local Education Authority and the Education Departments Health & Safety Services. Coppice School and Langley school will further provide, so far as is reasonably practicable, any additional codes of practice and systems to effectively cover all aspects of health, safety and welfare.

While this policy is written to comply with the Health & Safety at Work Etc. Act 1974, we consider the matters of pupil safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

All members of staff are expected to co-operate fully in the measures the school will be taking to comply with the relevant statutory provisions and in implementing this safety policy, in order to ensure that their working environment, together with those of their colleagues and pupils, are as safe and healthy as possible.

Organisation and Responsibilities

Governing Body

Governors will be responsible for the strategic overview of health and safety including that of ensuring full implementation of the School Health and Safety at Work Policy. **This will be achieved by monitoring school and contractor staff compliance with responsibilities and specific arrangements set out within the School Safety Policy.**

The Governors consider the best means of driving and continuously developing this policy, thus providing effective management of health & safety, is to establish a Safety Group. The role of the Group will be to act as a communication link between the Governing Body, Head Teacher, Trade Union Appointed Safety Representatives and members of staff generally. Its terms of reference are to:

- Identify and develop practicable arrangements for health & safety
- Develop strategies/arrangements to actively monitor their enforcement
- Identify opportunities for further improvement to safety arrangements
- Carry out a review the policy and its arrangements annually and recommend necessary improvements on general strategic matters of health & safety
- Draft a brief status report to the full Governing Body each year
- Bring any matter of concern relating to health and safety, that cannot be resolved through the schools management structures or by the Head Teacher, to the immediate attention of the Chair of Governors

Members of the Group shall include the following:

<i>Mr Ian Bailey</i>	Governor representative /Infrastructure Manager
<i>Mr. Richard Green/Jeanette Ashwin</i>	Headteacher/Executive Headteacher
<i>Mr David Holland/ Bill Swain</i>	Building Site Manager
	Trade Union Rep (if appropriate) or, Representative of Employees Safety

Each Group member will be confirmed annually by their respective bodies as appropriate and endorsed by a full governing body at its AGM. The Group will meet every half term or at least each term and more often at the request of two Group members, the Head Teacher or the Governing body.

School Staff

Members of staff who manage, or supervise other employees/trainees, or are responsible for pupils/members of the public, who may be affected by work activities, have a particular responsibility for the health and safety of those under their charge.

They will carryout and/or assist in the process of undertaking a suitable assessment of the risks to health and safety, arising out of or in connection with their undertakings. These assessments shall be reviewed periodically; following accidents; and in the light of improved knowledge or technical change. This is the principal cornerstone of Coppice School and Langley school health and safety management.

Supervisory staff will instruct those under their control precisely and clearly on their duties with regard to the health and safety of themselves and others, and will inspect their designated area of responsibility at periodic intervals.

The final level of responsibility for implementing Coppice School and Langley school policy is on each individual member of staff who has a statutory duty to co-operate with the schools managers and are required to comply with all arrangements considered necessary for health, safety and welfare of pupils, themselves and their work colleagues.

Head Teacher

The Governors charge the Headteachers, Mr Richard Green and Mrs Jeanette Ashwin with the day-to-day responsibility for implementing and enforcing Coppice School and Langley school Health and Safety at Work Policy. The Headteachers will take appropriate steps and make the final decisions on any safety question where matters are unable to be resolved satisfactorily through delegated responsibility arrangements within this policy.

Notwithstanding this and in the second instance responsibility to assist the Headteachers with the management of the schools safety is delegated to a senior member of the school staff. They will deputise in the absence of or on behalf of the Headteachers and assume the role of Coppice School and Langley school Health & Safety Co-ordinator.

Health and Safety Co-ordinator

Mr. I. Bailey is appointed by the Headteachers to assist in the day-to-day implementation of Coppice School and Langley school safety policy. As Safety Co-ordinator his role will be to ensure that other members of staff are familiar and clear as to their duties and responsibilities under this Health and Safety Policy. He will also be responsible for convening meetings of the Safety Group and will ensure that minutes are taken and stored in a place accessible to school staff and all interested parties. The Safety Co-ordinator will also provide/arrange assistance and support to relevant staff to ensure that risk assessments are actually carried out. He will endeavour to keep up-to-date with safety regulations and through the Safety Group will initiate steps to ensure that arrangements for health and safety at Coppice School and Langley school conforms to both current regulations and best known practice.

Phase leaders

The nature of the schools activities can be diverse from an operational point of view and essential activities and priorities may vary between subjects/key stages. The Phase leaders will be responsible for undertaking/assisting in the risk assessment process in areas and for tasks relating to members of staff, pupils and others in their sphere of operation.

Phase Leaders will inspect their designated areas regularly to identify hazards and raise any concerns with their immediate line manager or the Safety Co-ordinator. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate the hazards or adequately control the risk. Relevant staff will be informed of any findings that must also be recorded and filed in the Deputy's office for audit inspection.

In the event of a hazard presenting a significant risk to anyone in school, steps will be taken immediately, to ensure health & safety is not compromised. This may require immediate intervention actions - such as restricting access to the hazard before reporting the matter to the Headteachers or the Safety Co-ordinator. Phase leaders will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice as may be determined from time to time by the Safety Group and approved by the Governing Body/Headteachers.

Building Site Managers

The Building Site Managers: Mr David Holland and Bill Swain have a key role, to ensure that the school premises is kept clean, secure and maintained in a safe condition. This is achieved by undertaking tasks as defined in the job description or additional tasks as determined by arrangement with the Head Teacher or site consultant.

The Building Site Managers will be responsible for undertaking/assisting in the risk assessment process in matters relating his work and that of members of staff and others in their sphere of operation. Safety for cleaning staff may be a matter for the contracted cleaning company. The Building Site Managers will visually observe the safety practices relating to cleaning staff, their work-tasks, materials, equipment and any store-rooms they may use. Any concerns about safety will be brought to the immediate attention of the Headteachers or Deputy head teacher/head of school.

Responsibility is as first point of call and active liaison with contractors - ensuring they aware of, and comply with the School Health and Safety Policy, rules and specific safety arrangements for contractors while on the school premises.

The Building Site Managers will inspect their designated areas regularly to identify hazards and will raise any concerns with their line manager or the Safety Co-ordinator. Where necessary a formal risk assessment process will be undertaken to determine the risk factor and what measures, if any, are needed to either eliminate the hazard or adequately control the risk. Relevant staff will be informed of any findings that will also be recorded and filed in the School Office for audit inspection.

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intervention actions - such as, restricting access to the hazard before reporting the matter to the Headteachers or Safety Co-ordinator. The Building Site Managers will also assist in the implementation of other safety arrangements as considered necessary to comply with health & safety regulations and codes of practice, as may be determined from time to time by the Safety Group or approved by the Governing Body/Headteachers.

Arrangements

The Governing Body will ensure that those appointed and charged with responsibility for implementing the Health and Safety at Work Policy and its arrangements will be adequately trained to fulfil their delegated responsibilities. Where specialist knowledge is required advice will be sought from Education Safety Services to advise/assist directly or where appropriate identify other competent persons to provide support.

The specific arrangements for managing health and safety within Coppice School and Langley school are designed to eliminate hazards or adequately control risks to staff and pupils are as follows:

- We will follow the health and safety guidelines and recommended Risk assessments as set down by Birmingham education authority.
- The site consultant, Health and Safety officer will draw up a timetable for regular risk assessments to be carried out by relevant staff
- Any issues arising from risk assessments will be added to the health and safety guidelines and will be adhered to where reasonably practicable.
- Any proformas and rules regarding contractors/ work patterns or community access to school will be added to the Health and Safety guidelines and should be read, in conjunction with this policy, as being integral to the policy.

Date agreed by the Governing Body:

Carol Harris _____ **(Chair of Site Committee)**

Richard Green _____ **(Head Teacher Coppice)**

Jeanette Ashwin _____ **(Executive Head Teacher Langley)**