

Health & Safety Policy for West Byfleet Infant School

Setting the scene

West Byfleet Infant School is a school for 240 pupils aged from 4-7years. It employs a total of 36 staff, consisting of Headteacher, Deputy Headteacher, 9 other class teachers, 4 office staff, 1 caretaker, 11 Teaching Assistants' & 6 Special Needs Assistants, 1 Additional Needs Co-ordinator & 1 Special Educational Needs Co-ordinator and 2 additional lunchtime supervisors. We employ a contractor New Horizons Cleaning to clean the premises. The caretaker is responsible for minor repairs and some cleaning. The school is open to pupils Monday to Friday 7:45am– 6pm. Some evening meetings and weekend events take place.

Shirley James prepared a health and safety policy statement, using the combined template available on the HSE website at www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc. She genuinely cares for her staff and wants to portray this in the health and safety policy.

Shirley downloaded the template and referred to the example policy statement and other guidance available on the HSE website at www.hse.gov.uk/risk. This helped her to think about the things that should be documented and build into this her own health and safety policy including in this sections such as remote working, personal protective equipment, staff consultation and training etc. In consultation with Health & Safety committee and the Chair of that committee, Angela Woods, who is a Health & Safety professional, she decided that she and her Deputy Head would be the most competent (experienced and capable) people to take responsibility for health and safety issues.

Shirley presented the policy statement at the staff meeting and decided to review and update the document every year or straightaway if there are any major changes in the workplace.

This is the statement of general policy and arrangements for:

West Byfleet Infant School

Overall and final responsibility for health and safety is that of:

Governors

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Shirley James Headteacher

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS (customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Shirley James Headteacher	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
To provide adequate training to ensure employees are competent to do their work.	Shirley James	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the school site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Shirley James All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular performance review meetings or sooner if required.
To implement emergency procedures – evacuation in case of fire or other significant incident.	Shirley James Sarah Hunt Deputy Head	Escape routes well signed and kept clear at all times. Evacuation plans are tested termly and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Shirley James Khuram Durrani Caretaker	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances.

Health and safety poster is displayed:	At reception			
First-aid box and accident book are located:	At reception			
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regs) www.hse.gov.uk/riddor Tel: 0845 300 9923	Reported by Sue Sil Bursar to Surrey County Council			
Signed: (Employer)	<i>Shirley James</i>	Date:	Sept 2015	
Subject to review, monitoring and revision by:	Shirley James & Angela Woods, Chair of Health & Safety committee	Every:	12	months or sooner if work activity changes



Example health and safety policy

Health and Safety
Executive