



HEALTH AND SAFETY POLICY

Forest Park School takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. All staff will be familiarised with the provisions contained within this policy as part of their induction and be expected to act in accordance with them at all times.

The School aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the school's activities and actual existence. The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACoP) and guidance will be complied with at all times. The Governors, Headteacher and staff will always strive to go beyond the minimum statutory standards to ensure that health and safety remains the first priority.

FOREST PARK SCHOOL will:

- Establish and implement a Health and Safety Management System to manage the risks associated with our premises and activities.
- Regularly monitor our performance and revise our Health and Safety Management System as necessary to ensure we achieve our objective of continuous improvement.
- Provide sufficient resources to meet the requirements of current Health and Safety legislation and aim to achieve the standards of 'Good Practice' applicable to our activities.
- Actively promote an open attitude to Health and Safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
- Communicate and consult with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.
- Provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- Carry out and regularly review risk assessments to identify hazards and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.
- Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.
- Ensure that responsibilities for Health and Safety are allocated, understood, monitored and fulfilled.
- Retain access to competent advice and assistance through the support of Croner Consulting, thereby ensuring that we are aware of relevant changes in legislation and 'Good Practice'.

It is the duty of all of us when at work:

- To take reasonable care of our own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do

- To co-operate so that we can all comply with our legal duties
- To ensure we do not interfere with or misuse anything provided in the interests of health and safety.

Responsibilities of the Headteacher, the Coordinator and Staff

The identification, assessment and control of hazards within the school is vital in reducing accidents and incidents. The Governors, Headteacher and caretaker are responsible for assessing risks to health and safety arising out of the school's activities and introducing suitable steps to eliminate or control any such risk identified.

It is vital to ensure that health and safety matters are taken seriously by all members of staff and other persons who are affected by the school's activities. Staff who have been found to have blatantly disregarded safety instructions or recognised safe practices will be subject to the procedures laid out in the Staff Disciplinary Procedures policy.

The school Governors hold ultimate responsibility and liability for ensuring that the school operates in a safe and hazard free manner. The Headteacher – along with the caretaker – are responsible for ensuring that staff both understand and accept their responsibilities in relation to health and safety procedures.

The Governors will ensure that adequate arrangements exist for the following:

- Monitoring the effectiveness of the Health and Safety policy and authorising any necessary revisions to its provisions.
- Providing adequate resources, including financial, as is necessary to meet the school's health and safety responsibilities.
- Providing adequate health and safety training for all staff.
- Ensuring that all accidents, incidents and dangerous occurrences are adequately reported and recorded (including informing the Health and Safety Executive, and Ofsted, where appropriate).
- Reviewing all reported accidents, incidents and dangerous occurrences, and the school's response, to enable corrective measures to be implemented.
- Ensuring that all staff, students, volunteers and any other adult who come into contact with children at the school have appropriate and up to date Criminal Record Bureau checks.

The Headteacher and caretaker are responsible for the day to day implementation, management and monitoring of the Health and Safety policy. The Headteacher is required to report any matter of concern regarding the Health and Safety policy to the Governors.

The Headteacher will ensure that:

- An additional designated member of staff is made jointly responsible with them for the health and safety and risk assessment provisions at the school, as set out in this and other policies.
- Regular safety inspections are carried out and the reports accurately logged.
- Any action required as a result of a health and safety inspection is taken as rapidly as possible.

- Information received on health and safety matters is distributed to the Governors and all members of staff.
- An investigation is carried out on all reported accidents, incidents and dangerous occurrences.
- Staff are adequately trained to fulfil their role within the Health and Safety policy.

Staff are responsible for ensuring that the provisions of the Health and Safety policy are adhered to at all times. As such, they are required to:

- Have regard for the Health and Safety policy and their responsibilities under it.
- Have regard for any health and safety guidance issued by the Coordinator or the designated member of staff, and act upon it whenever appropriate.
- Take reasonable care for their own health and safety as well as of other persons who may be affected by their acts or omissions at work.
- Take all reasonable care to see that the equipment and premises that are used by children, and the activities that are carried out at the school, are safe.
- Report any accidents, incidents or dangerous occurrences that have led to, or may in the future be likely to lead to, injury or damage, and assist in the investigation of any such events.
- Undergo relevant health and safety training when instructed to do so by the Headteacher.

Insurance

The Children Act 1989 and the Health and Safety at Work Act 1974, place a number of legal responsibilities on the school. Therefore, the school has insurance cover appropriate to its duties under this legislation, including Employer' Liability Insurance. Responsibility will, in most cases, rest with the school, but staff will take reasonable care, both for themselves and other people who may be affected by their acts or omissions at work. If the school is held responsible for any incident that may occur, public liability insurance will cover compensation.

Liability

Under provisions contained in the Occupiers Liability Act 1957, the school has a duty to ensure that both children and any visitors are kept reasonably safe. The parties named in the wording of the premises contract are responsible for this duty.

The school's full responsibilities and procedures in respect of Health and Safety, are contained in this policy, alongside the relevant sections of the following policies:

- Staffing
- Physical Environment
- Equipment
- Risk Assessment
- Site Security
- Fire Safety
- Visits and Outings

- Health, Illness and Emergency
- Hygiene
- Managing Behaviour
- Child Protection
- Documentation and Information

DISSEMINATION

All members of staff and Directors will receive a copy of this document. This policy will be on the school Website and copies may be reviewed by parents on request to the Headteacher

PROCEDURES FOR POLICY MONITORING AND EVALUATION

This document will be reviewed, evaluated and updated annually to assess its relevance and effectiveness.