



Review Date: October 2020

STATEMENT OF INTENT

Two Waters Primary School is set in the heart of the community of Apsley. The school caters for children from Nursery age to Year 6. It is a one form intake school with a mornings only Nursery and has the capacity for 240 pupils.

The Governing Body of Two Waters Primary School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section laid out fully in the **Two Waters Primary School Health & Safety Manual**.

This policy will be brought to the attention of all members of staff; relevant parties and a signed reference copy is kept in the Headteacher's office in the **Two Waters Primary School Health & Safety Manual** and displayed on the School Website for relevant parties to have access to.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

Mr A Charlwood
Acting Chair of Governors

Tim Gately **Headteacher**

October 2018

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ORGANISATION

As the employer Hertfordshire County Council (HCC) has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.

At Two Waters School the Health and Safety will be directed, controlled and monitored through the Governing Body, Headteacher and staff at the premises.

Their responsibilities are laid out below:

Responsibilities of the Governing Body

The Chair of Governors and the Governing Body are responsible for ensuring Health and Safety management systems are in place and effective.

These systems will support guidance from the Hertfordshire County Council (HCC) and the procedures and standards are detailed in the **Two Waters Primary School Health & Safety Manual**

To assist the Chair of Governors, a Health & Safety Governor (Andrew Charlwood) has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher via the termly Headteacher Reports in order to enable them to provide and prioritise resources for health and safety issues.

The Governing Body will conduct termly Health and Safety audits to ensure the continued management of their responsibilities and discussed in the Non-Curricular Governor Meetings.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with.

This will be through The Hertfordshire County Council (HCC) Education Health and Safety Team, Tel: 01992 556478 who will provide competent health and safety advice for Community, Community Special and VC schools.

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety rests with the Headteacher. They will in accordance with Hertfordshire County Council (HCC) Health & safety policy and procedures, Two Waters Primary School Health and Safety policy and the **Two Waters Primary School Health & Safety Manual** rests with the Headteacher.

In addition the Headteacher has responsibility for:

- Co-operating with the Hertfordshire County Council (HCC) and the Governing Body to enable Health and Safety policy and procedures to be implemented and complied

with.

- Communicating the policy and other appropriate Health and Safety information to all relevant people including contractors.
- Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.
- Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.
- Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Reporting to the Hertfordshire County Council (HCC) any significant risks which cannot be rectified within the establishment's budget.
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.
- To ensure that Health & Safety is placed on agenda points for the Senior Leadership team meetings, Staff Meetings and School Council and that relevant points are completed and reported to the Governing Body.
- To maintain the **Two Waters Primary School Health & Safety Manual** and that all appropriate sections are up to date and implemented.

Whilst overall responsibility for Health and Safety cannot be delegated the Headteacher may choose to delegate certain tasks to the Senior Leadership team (SLT) and other members of staff.

Responsibilities of the Site Manager

The Site Manager as defined by their role will have specific responsibilities in the management of Health and Safety at Two Waters Primary School.

In addition the Site Manager has responsibility for:

- Applying the school's Health and Safety policy to their own department or area of work.
- As defined by the **Two Waters Primary School Health & Safety Manual** the Site Manager will perform their responsibilities as outlined in the individual guidance sections.
- Ensure that all relevant statutory certification is conducted in reference to Fire Safety, Water Hygiene Management, Building Maintenance, Gas & Electrical Safety and other items listed in the **Two Waters Primary School Health & Safety Manual**.

- Support the Headteacher to ensure that the premises, plant and equipment are maintained in a safe and serviceable condition.
- Maintain relevant Health and Safety risk assessments and ensure they are undertaken for the activities for which they are responsible and that identified control measures are implemented.
- Complete and manage relevant registers as outlined in the **Two Waters Primary School Health & Safety Manual** i.e. Asbestos Register, COSHH register etc
- Carry out regular inspections of their areas of responsibility and report / record these inspections as outlined in the **Two Waters Primary School Health & Safety Manual**.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher of any problems they are unable to resolve within the resources available to them.
- Assist the Headteacher with monitoring purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's Health and Safety policy and procedures laid out in the **Two Waters Primary School Health & Safety Manual** at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

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