

St. Andrew's  
School

*A school with Quaker values*

Aylmerton Hall ♦ Holt Road  
Aylmerton ♦ Norfolk ♦ NR11 8QA  
Telephone and Fax: 01263 837927  
Email: [head@standrewsschool.co.uk](mailto:head@standrewsschool.co.uk)

Head : Mrs Claire Brayne B.A. (Hons) P.G.C.E.

# Health and Safety Policy

Last reviewed date:

Adopted by Trustees date:

Signed by Chair of Trustees:

Next review date:

The St Andrews School Trust is a **Registered Charity No. 1129232**  
Registered Office as above. Registered in England and Wales  
Trustees: Mrs. S. Goldsmith, Mr. J Garner, Mr. R Wheeler, Mr. J. Roebuck,  
Mr D Bullard, Mrs B. Emery, Mr N Brayne, Mrs V Jones  
Charitable Company limited by guarantee No. 6729913

# STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH, SAFETY AND WELFARE

## PART 1 – STATEMENT OF INTENT

### INTRODUCTION

This is a Statement of the Organisation and Arrangements for St. Andrew's School's Health and Safety Policy for the benefit of all users of the premises. A copy of this document will be found, along with other information on health, safety and welfare matters in the Health & Safety files in the school office.

This Statement deals with those aspects over which the Trustees have control and responsibility and covers safety associated with the buildings' structure, plant, fixed equipment and employees, pupils, visitors and other users of the premises.

The aim of the Statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using these premises and in particular:

- to establish and maintain a safe and healthy environment throughout the school;
- to establish and maintain safe working procedures among staff and pupils;
- to make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transport of articles and substances;
- to ensure the provision of sufficient information, inspection and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety training as and when provided;
- to maintain a safe and healthy place of work with safe access and egress;
- to formulate procedures for use in case of fire and other emergencies including plans of the safe and effective evacuation of the school premises;
- to lay down procedures to be followed in case of accident;
- to provide and maintain adequate welfare facilities;
- to provide guidance regarding educational visits off-site

## PART 2 – ORGANISATION

### RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH SAFETY

#### 2.1 The Board of Trustees are responsible for:

##### 2.1.1

- a clear written policy statement;
- specifying who is responsible and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures;
- making sure everyone knows about the policy and understands it;
- involving everyone in making the policy work;

##### 2.1.2 Ensuring the organisation of the staff including:

- making sure that responsibility for health, safety and welfare are allocated to specific people who should receive specific relevant information and training;
- displaying information in the school confirming who has responsibility for healthy, safety and welfare;
- making sure that everyone has sufficient information about the risks they run and the preventative measures they should take.

##### 2.1.3 Planning and setting standards, including:

- identifying hazards, undertaking risk assessments and setting standards;
- having clear plans for coping with sudden emergencies;
- developing a positive health and safety culture;

##### 2.1.4 Measuring performance and learning from experience including:

- ensuring accidents are reported and accurate records are kept in an accident record book for all areas of health, safety and welfare;
- ensuring investigations are made and risk assessments are reconsidered when accidents occur;
- reviewing school's health and safety policy and performance annually and taking action on the review's findings, including amending the school policy, if necessary.

## 2.2 The Headteacher

The day to day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher. Who will:

- be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice;
- co-ordinate the implementation of the Trustees' health, safety and welfare procedures in the school;
- maintain contact with agencies able to offer expert advice;
- stop any practices of the use of any plant, tools, equipment, vehicles, machinery, etc she/he considers to be unsafe, until satisfied as to their safety;
- put in place procedures to monitor the health and safety performance of the school;
- make recommendations to the Trustees for additions or improvements to plant, tools equipment, machinery, etc. which present hazards;
- ensure that tools, fixtures, equipment and vehicles are kept maintained in a manner that ensures their safe usage and that proper records of maintenance of these items are kept;
- make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations;
- review from time to time;
  - (i) the emergency procedures
  - (ii) the provision of first aid in school
  - (iii) the risk assessmentsand make appropriate recommendations to the Trustees;
- review regularly the dissemination of health and safety information in the school, paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises;
- recommend to the Trustees changes and improvements in welfare facilities;
- report to the Trustees on the health and safety performance of the school.

## 2.3 Obligation of all employees

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and
- as regards any duty of requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with.”

The Act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.”

In order that the Act be observed, all employees are expected:

- to know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied;
- to observe standards of dress consistent with safety and/or hygiene;

- to exercise good standards of housekeeping and cleanliness
- to know and apply the procedures in respect of fire, first aid, and other emergencies;
- to use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others;
- to co-operate with other employees in promoting improved health and safety arrangements in the school;
- to co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officer of the Health and Safety Executive of the local authority;
- to report all accidents, defects and dangerous occurrences.

## 2.4 Special Obligations of Class Teachers

The health and safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers. If for any reason a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher before allowing work to take place.

All staff are expected:

- to exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- to know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- to give clear instructions and warnings to pupils as often as necessary;
- to follow safe working procedures personally;
- to require the use of protective clothing and guards where necessary;
- to make recommendations to their Headteacher or line manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- to avoid introducing personal items of equipment (electrical or mechanical) into the school, but if you do they must be tested prior to use.
- to report all accidents, defects and dangerous occurrences to the Headteacher;
- to ensure that they are able to open the fire exits and access to them is clear of desks, bags or any other obstruction.

## 2.5 School Health and Safety Representatives

The Trustees and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised Trade Union. Health and Safety Representatives must be allowed to investigate accidents and potential hazards, pursue employees' complaints and carry out school inspections within directed times, but wherever practicable outside teaching time. They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions.

## 2.6 The Pupils

Pupils are expected:

- to exercise personal responsibilities for the health and safety of themselves and others;
- to observe standards of dress consistent with safety and/or hygiene;
- to observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency;

- to use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety;
- receive instruction and information on Health and Safety – specifically within the school.

All pupils and parents should be made aware of the contents of this section.

## 2.7 Visitors and Other Users of the Premises

Visitors and other users of the premises should be required to observe the health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school, including those associated in self help schemes should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

A copy of this document will be given to:

Any/All outside contractors working within the school environs.

## 2.8 Educational Visits Off-site

Regarding educational visits off-site, the responsibilities are apportioned as follows:-

It is the Trustees' responsibility as employers to:

- ensure that the risks of activities has been assessed by those responsible
- ensure that measures have been put in place to control those risks
- ensure that employees are aware of these measures
- ensure that adequate insurance cover is in place
- decisions about visits are delegated to the Headteacher

It is the Headteacher's responsibility to:

- write a procedure for arranging visits which teachers should follow
- be satisfied that the appropriate risk assessment has been carried out
- be satisfied that appropriate safety measures are in place
- arrange appropriate training
- ensure that the group leader is competent to monitor the risks throughout the visit
- ensure that adequate safeguarding procedures are in place
- ensure that any non-teacher supervisors on the visit are appropriate people to supervise children
- ensure that the pupil : supervisor ratio is appropriate
- ensure that parents are aware of visits and have had the opportunity to raise doubts or decline consent for participation
- ensure that arrangements have been made for the medical and other needs of pupils
- ensure adequate first-aid provisions
- ensure that travel times out and back, and drop-off and pick-up points are known
- ensure that they have the address and phone number of the visit's venue and a contact name
- ensure that all adults on the visit are aware of the agreed emergency procedures
- ensure that the group leader has names and contact details of parents and next of kin of the adults and pupils on the visit
- ensure that there is a contingency plan for any delays, including a late return home

It is the group leader's responsibility to:

- obtain the Headteacher's prior agreement before any off-site visit takes place

- be able to control and lead pupils of the relevant age range
- be suitably competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place
- be aware of safeguarding issues
- ensure that adequate first aid provision will be available and be aware of the nearest hospital with accident and emergency provision
- undertake and complete the planning and preparation of the visit, including briefing parents and group members
- undertake and complete a risk assessment
- review regularly undertaken visits and advise the Headteacher where adjustments may be necessary
- ensure that other adults are fully aware of what the proposed visit involves
- assess and confirm suitability of the pupils proposed for the visit
- ensure the ratio of supervisors to pupils proposed for the visit
- consider curtailing the visit if the risk to the health and safety of pupils is unacceptable and have in place procedures for such an eventuality
- ensure that other supervisors have details of the school contact in case of their own inability to contact school in an emergency
- ensure that supervisors are aware of emergency procedures
- carry accident forms and fill them out if necessary
- arrange head counts at suitable intervals especially when leaving a venue
- provide pupils with a wristband giving the school's name and contact number
- ensure that pupils know what to do if they become separated from the group
- ensure that pupils know what to do if approached by anyone outside the group
- ensure that pupils wear seatbelts as required
- ensure that any child with a medical condition has written details of medication required and parental permission to administer medication
- have correct information concerning allergies, special diets or phobias
- give relevant information to parents

## 2.9 Risk Assessment

The assumption is always that pupils should not be placed in situations which expose them to an unacceptable level of risk.

When completing a risk assessment the follow should be considered:

- what are the perceived hazards?
- who might be affected by them?
- what safety measures need to be in place to reduce risk to an acceptable level?
- can the leader of the trip put these safety measures in place?
- what steps will be taken in an emergency?

Copies should be given to all supervisors and the Headteacher.

The same risk assessment can be used for places visited frequently, although any changes in the level of risk need to be monitored and the risk assessment altered as necessary.

If a tour operator or other provider is used, the group leader must obtain written assurance that such a provider has assessed the risks and put appropriate safety measures in place.

## Measures to be taken before the visit

Prior knowledge of the location should be obtained where the visit is abroad, residential, or an outdoor activity such as trekking.

Otherwise an exploratory visit should be made if possible.

The exploratory visit is to ascertain;

- that the venue is suitable to meet the aims and objectives of the visit
- if possible names and addresses of other schools that have used the venue
- obtain advice from the manager
- assess potential areas and levels of risk
- ensure the venue can cater for the needs of staff and pupils going on the trip.



## PART 3 – ARRANGEMENTS

### 3.1 Supervision of Pupils

Details as outlined in the daily staff/pupil allocation sheet.

### 3.2 Provision of First Aid

List of First Aiders: There are an adequate number of trained First Aiders to cover the number of pupils at the school

First Aid boxes are provided at the following points:-

- School Office
- Key Stage 3 classroom
- Staff Office
- Art room
- Caretaker's shed
- Both Minibuses
- D and T room
- Science laboratory
- First Aid Room
- Kitchen in the College

Each kit contains the required first aid requisites.

It will be the responsibility of the Financial Administrator to ensure that contents are complete.

### 3.3 Emergency Procedures

#### 3.3.1 Illness or Accident

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed:-

- First aid should be given, but only as far as knowledge and skill permit. The patient should be reassured and, only if absolutely necessary, removed from danger.
- All members of staff are trained in first aid. If circumstances necessitate they should immediately tend to the patient.
- Transport to hospital: If an ambulance is required the emergency '999' service should be used. It may be appropriate in cases of a less severe nature to transport a pupil to Cromer Hospital casualty department without using the ambulance service. Transportation will be provided in school vehicles that have appropriate insurance cover.
- No casualty should be allowed to travel to hospital unaccompanied. If a pupil is ill or injured and is taken to hospital, parents should be contacted and invited to attend the hospital.
- Reporting accidents to pupils and non-employees: Immediately after the incident, every case of injury or accident must be fully and accurately reported in the accident book and, where possible, detailed statements should be obtained from witnesses. An entry must be completed for all accidents to pupils or members of the public however minor, and reported to the Headteacher.
- Reporting accidents to employees: For employees also, an entry must be made in the accident book.

- For all accidents where any person is injured causing an absence in excess of seven days the report must be forwarded to the Health & Safety Executive (H.S.E.) within seven days. For serious injuries reports must be made immediately online to the H.S.E. without delay. These are requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.).

### **3.3.2 Fire and Emergency Procedure**

It is the duty of all members of staff to carry out the procedures as detailed in every room.

The routes leading to emergency exits are sign posted by white men on a green background, one of which should be visible from anywhere in the building.

### **3.3.3 Review of Emergency Procedures**

The Headteacher will arrange for an annual review of the emergency procedures and of the provision for first aid in the school and will make recommendations to the Trustees at the A.G.M.

### **3.3.4 Information About the Arrangements**

The Headteacher will ensure that pupils and staff are familiar with the arrangements set out in section 3 of the Policy Statement.

## PART 4 – CONCLUSION AND REVIEW

### 4.1 Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

4.1.1 If an improvement or prohibition notice is served by an enforcement officer (eg Health & Safety Inspector, or Environmental Health Inspector) the Headteacher should immediately advise the Chair of the Trustees. If a prohibition notice is issued with immediate effect the activities specified must cease forthwith.

4.1.2 Any member of staff noticing a failure to comply with this Statement of Organisation and Arrangements or other advice/guidance issued by the Headteacher in pursuance of the Health and Safety Policy should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it proves impossible for the Headteacher to resolve the matter he/she should then report the facts to the Chair.

4.1.3 Hazardous situations should also be reported immediately and the same procedure followed.

4.1.4 Suggestions by any member of staff to improve standards of Health & Safety are welcomed by the Headteacher.

4.1.5 Health and Safety will be an item on the agenda of every staff meeting and every meeting of the Board of Trustees.

### 4.2 Review

A review of the organisation and arrangements, particularly those in Parts 2 and 3, will take place each year in time for the commencement of the new academic year.