

APPENDIX A: Ravenswood School Health and Safety Responsibilities and Duties



HEALTH AND SAFETY RESPONSIBILITIES AND DUTIES	Governors	Health and Safety Committee	Headteacher	Heads of Departments	Teaching Staff	Classroom Support Staff	Network & Premises Manager	Caretaker	Admin Staff	After School Club Leaders	Lunchtime Supervisors	Children's Services	Contractors	Compliance Contractor	Local Authority
POLICIES															
Ensure that a school Health and Safety Policy is produced which reflects the status of the school. Ensure the policy is regularly reviewed and revised.	D		R												
Implement and monitor school safety policies. Ensure school policies comply with Council requirements and Health and Safety legislation.	D	R	R												
Provide advice to schools and Governors on complying with Health and Safety legislation.			R												D
Make recommendations to Governors on amendments to safety policies and the need for new policies to be introduced.		R	R												D
RISK ASSESSMENTS															
Ensure that risk assessments are produced for any activity that has significant associated hazards and that a written record of these assessments is kept and regularly reviewed.			D	R	R	R	R	R	R	R		R	R		
Write risk assessments for any learning activities which include hazards eg animals, cutting tools.			D	R	R	R				R		R			
With regard to contractors and building works; obtain copies of related risk assessments and method statements and ask for evidence of other Health and Safety documentation such as training records or specific competencies.			D				R	R							
INSPECTIONS, AUDITS, REVIEWS AND REPORTS															
Ensure that inspections of the school premises, plant, equipment and working practices are undertaken on a regular basis. Where necessary implement changes and improvements.		R	D				R	R							
Ensure that the Governing Body receives an annual audit of health and safety systems and standards of health and safety from the Headteacher.	D		R												
Ensure Care Plans, Consistent Handling Programmes and Risk Assessments around individual pupils are reviewed at best annually or as required due to changes in a child's health, social needs or behaviours.			D	R	R	R						R			
Monitor performance of Health and Safety in school.	D	R	R												
Perform statutory H&S inspections			D											R	D
FUNDING															
Ensure that sufficient funding is allocated for health and safety purposes eg major expenditure for maintenance issues, training, personal protective equipment, and any corrective actions that arise out of the risk assessment process.	D		R												
Make recommendations to Governors on where Health and Safety funding is required.		R	R				R								
REPORTING															
Report to HSE on behalf of schools on HSE reportable accidents.			R												D
Ensure serious accidents are investigated.			D												R
Ensure that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Health & Safety Officer for schools (to allow North Somerset to comply with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995).			D									R			
Complete a hazard reporting form noting serious hazards likely to cause harm (stopping any practice or stopping using tools or equipment etc which is considered unsafe) and immediately refer to the Headteacher or Premises Manager. Where a defect renders equipment potentially hazardous, isolate it and clearly labelling it 'awaiting repair'. This is to be enforced until safety levels are adequate.	D		D	D	D	D	D	D	D	D	D	D	D	D	D

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Report in Caretaker's log book (located in document drop in admin corridor) any (non hazardous) defects in premises or equipment.	R		R	R	R	R	R	R	R	R	R	R			
Report defects and inadequacies related to equipment provided by the NHS for individual pupils to the appropriate agency so that repairs can be actioned swiftly.			R	R	R	R						R			
KEEPING THE SCHOOL COMMUNITY INFORMED															
Provide Health and Safety bulletins/briefings to staff		R	D				R								
Advise Governors on Health and Safety issues by regular briefing.		R	D				R								
If an accident/incident occurs, assist in the accident investigation regarding any findings and recommendations to prevent a recurrence.	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
Share with contractors key information about significant hazards and risks related to the job / site.			D				D	D							
RAISING AWARENESS															
Ensure that all members of staff (including new staff, supply staff, probationers, students, voluntary helpers etc) are aware of the contents of the school health and safety policy and relevant safe working practices.			D	R	R	R	R	R	R	R		R			
Actively encourage pupil participation in health and safety and welfare matters.			D	R	R	R				R	R	R			
Integrate all relevant aspects of health and safety into the teaching process and if necessary, give special lessons e.g. the use of equipment in technology lessons.			D	R	R	R				R		R			
Managers to develop strong, positive Health and Safety attitudes amongst line-managed staff.		R	D	R	R		R					R			
Ensure that a positive Health and Safety culture is established and maintained.	R	R	D	R	R	R	R	R	R	R	R	R	R	R	
Ensure that Health and Safety stays on the agenda by including it intrinsically within business discussions.	D	R	R				R								
HEALTH AND SAFETY COMMITTEE AND HEALTH AND SAFETY GOVERNOR															
If necessary to effectively manage health and safety, appoint staff to form a Health & Safety Committee, undertaking specific duties in relation to health and safety and acting as co-ordinator/s for the school on health and safety matters affecting the school. Not to be confused with union appointed safety reps.			D												
Personally chair the school's Health and Safety committee.			R												
Ensure that the Governing Body appoints a Governor to the role of Health and Safety Governor.	D														
TRAINING															
Develop a training plan that includes specific job instructions for new, or transferred employees.			D				R		R						
Inform the Headteacher of any staff training needs that have been identified.			R	R	R	R	R	R	R	R	R	R	R	R	R
SAFE WORKING PRACTICE															
Set an example by always following safe working practices.	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R

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Implement the health, safety and welfare procedures for pupils eg Behaviour Management Policy, Care Plans, Consistent Handling Programme and Risk Assessments, at a level appropriate to their requirements. Ensure that these procedures are explained in terms that the pupils can understand.			R	R	R	R				R	R	R			
Exercise effective supervision of pupils and maintain an awareness of emergency procedures in respect of fire, first aid, accident reporting, use of Restrictive Physical Intervention etc and carry them out as necessary.			R	R	R	R				R	R	R			
Be aware of COSHH guidance and introduce appropriate safety measures. Ensure these are adhered to.	D	R	R	R	R	R	R	R	R	R	R	R	R	R	
Ensure that where necessary, the appropriate protective clothing, guards etc are available, are in good condition and are used.		R	D	R	R	R	R	R	R	R	R	R	R	R	
Visually check electrical equipment before use.			R	R	R	R	R	R	R	R	R	R	R	R	
Regularly check electrical equipment for safety (annual PAT, monthly visual inspection)			D				R	R					R	R	D
Ensure all items of portable electrical equipment (including new purchases) are entered on the school inventory before use.			D				R								
Ensure that equipment designated for individual pupils is well maintained and stored appropriately when not in use.			D		R		R					R			
Complete and record routine maintenance checks of fire alarm system, security alarm system, heating plant, gutters, drainage, fire exits, general maintenance and decoration of buildings etc.			D				R	R					R	R	D
Follow school Health and Safety procedures relating to electrical safety, working at heights, lone working, using cutting, drilling or other electrical equipment, COSHH regulations.	R		R	R	R	R	R	R	R	R	R	R	R	R	
Ensure contractors on site follow school Health & Safety procedures including checking asbestos register and obtaining a permit to work before commencing any works.			D	D&R			D&R	D&R							
Check the adequacy of fire precautions and procedures in liaison with the Headteacher.		R	D				R								D
Ensure direct areas of responsibility are well managed in terms of housekeeping and safe storage of materials and equipment.			D	R	R	R	R	R	R	R	R	R	R		
Ensure displays of work and decorations are fixed securely.			D	R	R	R		R	R			R			
Maintain safe procedures around storing of medication and follow school's policy on safe administration of medications.		R	D	R	R	R			R	R		R			