



Sandbank Nursery School & Playcare Health & Safety Policy 'Organisation and Arrangements'

Aim

This document details the organisation and arrangements required to maintain and continuously improve our school's health and safety management system. This is the lead document supporting both the Corporate health and safety policy and our local statement.

The contents include a list of our local procedures for this school and the document control system we use.

Organisation

Introduction

An organisation chart is shown at appendix 1.

The responsibilities and duties for the management of health and safety within the scope of the policy are allocated as follows:

Executive Headteacher

Dawn Kelly

Will ensure that those duties detailed within Section 2 of the corporate health and safety policy are carried out. Additionally, the Headteacher will:

- Ensure the participation and involvement of all staff members in health and safety planning activities
- Establish workplace precautions and risk control systems through a risk assessment process

Governors

- Will require paid officers within the school management structure to comply with the corporate safety management system as outlined in the DCSF document "Responsibilities and Powers" (see appendix 3)

Nursery Teacher
Tom Andrews

Will support the Headteacher and carry out duties detailed in section 2.4 in the Corporate Health and Safety policy. Additionally, will

- Be responsible for the development and implementation of local procedures
- Ensure communication and participation of staff within health and safety activities
- Undertake risk assessments, as appropriate, for staff members, recommending necessary improvements in existing controls to the Headteacher

Senior Managers

Mrs C Walker, Mrs Emily Harban

- Will be responsible for the development and implementation of local procedures
- Ensure communication and participation of staff within health and safety activities
- Undertake risk assessments, as appropriate, for staff members, recommending necessary improvements in existing controls to the Headteacher
- Additionally, Mrs Walker shall undertake regular health and safety checks as required by Walsall Children's Services

Educational visits coordinator (EVC)

Mrs C Walker

- Will follow the Walsall Children's Services - Serco Off site visits guidance, where their full responsibilities are outlined
- Ensure that staff involved in educational visits are aware of their responsibilities regarding the off site visits policy and have access to it
- Authorise all off site visits
- Inform the Head and Governing Body of all non routine visits

Administrative staff

- Will provide the administrative support for the drafting and final production of the school statement of intent and written local arrangements
- Will provide administrative support in the monitoring of health and safety procedures.

Arrangements

Organisation of the Health and Safety Management System

Control

This procedure has been developed to control the formulation and development of the health and safety management system within our school. This document will include an up to date list of our schools local arrangements (appendix 2)

Document control

We will develop and maintain local documentation. These will have a reference number; date produced, and issue number. Changes including reissues and deletions to local school documentation will be authorised by the Headteacher.

Co-operation

Local systems and documentation will be implemented following consultation at CYP safety committee and/or our schools health and safety governance meetings.

Communication

- Local systems and documentation will be held electronically and made accessible to staff members
- Corporate systems and documentation will be held electronically and made accessible via The Well
- Walsall Children's Services Serco will provide the corporate "health and safety competence " to the school through a range of activities and guidance to cover the areas of induction, medical assessments, identification of health and safety training needs and provision and delivery of health and safety training

- School staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary e.g. risk assessment techniques

Planning and prioritising (setting standards)

School Health and safety plans

- School health and safety planning will be part of our school improvement planning process
- Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes, and allocation of resources

Risk assessment

- Risk assessments will be carried out by line management within the team in accordance with local arrangements e.g. manual handling, hazardous substances

Implementation

Corporate standards

- SHAW Services will develop and maintain all corporate standards in the form of topic based safety management standards

Local arrangements

- We will develop and maintain a range of local arrangements to support the implementation of the school safety management system and define specific actions required to achieve health and safety in school

Measuring H&S Performance

Active monitoring

Our school management team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

Reactive monitoring

The school management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangement for this and will nominate someone to report trends etc to the governing body.

Reviewing Health and Safety performance

- Corporate health and safety performance will be reported to policy makers by Walsall Children's Services Serco on an annual basis
- Performance indicators used for the review of health and safety performance will include an identification of areas where risk controls are inadequate or absent , the extent of achievement of specific health and safety objectives and an analysis of accident and ill health data
- The school health and safety performance will be reviewed by the school management team termly and reported to the school governors

Auditing / Inspecting Health and Safety Performance

- Health and safety auditing/inspecting will be carried out independently on the corporate health and safety management system by Elite Safety.
- The school will carry out health and safety audits/inspections basis to a prearranged plan