



# Slaithwaite CE J&I School

## Health and Safety Plan

## **Aims of our Health and Safety Plan**

**This Plan is based on the Well Being of pupils and staff and every persons right to "Be Safe".**

- Ensure that the school premises are safe for all
- Ensure that the school curriculum is safe for all pupils
- Ensure inclusion and further promote equality of opportunity for all.

We are aware that this plan will be flexible and will need to change over time dependent on pupils and parents who choose our school as their educational establishment. This plan will be reviewed and changed as necessary. Risk assessments will be added and deleted as and when appropriate.

- The school follows Kirklees Health and Safety guidelines at all times. These can be found in the school office and are also available on CD rom.
- The school's Health and Safety policy can be found in the Policy file in the Headteacher's office.

Generic risk assessments can be found within the School's Health and Safety policy document - specific risk assessments are kept in the Admin office in the Health and Safety file.

### **Short term targets for Health and Safety**

- The Caretaker and Head will undertake a monthly check of school grounds and buildings. They will highlight any "Hotspots" and minute and report to appropriate bodies (LA/Governors Health and Safety committee)
- All staff must submit a risk assessment form to the Headteacher as and when appropriate (see Guidelines in school policy and LA guidelines)
- Any persons using the school premises must submit Risk assessments to the Head as and when appropriate.

- The Headteacher reserves the right to refuse the use of school premises where she deems there to be a high level of risk.
- The schools Health and Safety Policy guidelines on generic assessments and should be read by all new staff in school.
- Off site visits and Educational visit assessment forms are to be managed by the person in charge of the visit and submitted to the Head who will follow appropriate procedure (submit to governor for approval/LA approval etc). These are then filed in the "Off-site" visits file in the Headteacher's office.

### **Long Term targets for Health and Safety**

- The Health and Safety coordinator will complete and update generic risk assessments for areas of school: Playground, Hall, Extra curricular activities, certain curriculum areas, Health and welfare of staff. These will be completed and given to governors committee for approval.
- The Headteacher and appointed Health and Safety governor will complete an annual Health and Safety check and report to the full governors meeting. Audit in Admin Office Health and Safety file.
- The governors will consider all aspects of the report and make recommendations for the Premises and Finance committees to follow.
- It is the responsibility of all staff in school to make themselves aware of school procedures and seek advice from the Head or appointed governor if required.

Policy Reviewed: September 2017

Next Review: October 2018