



*Safe, happy &
successful together.*

Health & Safety Policy

Reviewed By	Dominic English & Margaret Tait
Reviewed During	Spring Term 2019
Approved by Governors	Spring Term 2019
To be Reviewed	Spring Term 2020



Aims

The school is committed to ensuring high standards of health and safety in order to provide a safe environment for all within the school and any visitors to the site.

Objectives

The school seeks to promote health and safety by providing, in so far as is reasonably practical:

- Healthy and safe working conditions and practices
- Information, instruction and training in safe working methods and practices for appropriate and relevant staff – eg fire risk assessment training and ‘H&S for Premises Managers’ training
- First aid facilities, and employees trained in first aid
- Safe premises and equipment
- Safe arrangements and training for the handling, storage and use of materials and substances
- Risk assessments as appropriate – for standard activities and generic situations as well as for specific events or activities
- Safe access and egress, including evacuation procedures
- Appropriate security arrangements and procedures, including lockdown
- Effective communication and recording systems for issues of health and safety issues and incidents
- Regular audits and checks to identify any issues surrounding health and safety
- Processes to ensure issues are attended to immediately to ensure the area is initially made safe and then the problem is permanently rectified as quickly as possible

Responsibilities

The Governing Body has a responsibility to:

- Make itself familiar with health and safety regulations which are relevant to the work of the school, including all extended school provision
- Ensure that there is an effective policy for the provision of health and safety
- Monitor and review health and safety issues
- Provide a working environment that is safe and healthy
- Maintain the premises in a condition that is safe and without significant risk
- Appoint a designated Health and Safety Governor
- Ensure adequate resources for health and safety are available
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe

The Head Teacher has a responsibility to:

- Be accountable to the Governing Body for the implementation of the Health and Safety Policy
- Ensure the day to day maintenance and development of safe working practices and the environment
- Be aware of the requirements of health and safety legislation and codes of practice
- Ensure the health, safety and welfare of all those using the premises
- Consult with staff on health and safety issues
- Identify training needs and ensure, within the resources available, that these needs are met
- Collate accident and incident information and, when necessary, carry out investigations
- Monitor first aid and welfare provision
- Arrange systems of risk assessments

The Health and Safety Co-Ordinator (the Deputy Head) has a responsibility to:

- Work with the Head Teacher and Site Supervisor to oversee the day to day implementation and operation of the school’s health and safety policy

- Ensure compliance with and monitoring of this policy
- Ensure health and safety regulations, rules, procedures and codes of practice are being applied effectively
- Organise regular safety inspections and audits
- Work with the Site Supervisor to ensure that action is taken with regards to any defects or areas highlighted during an audit
- Work with the Site Supervisor to ensure that toxic, hazardous and flammable substances are correctly stored
- Liaise with the designated Governor
- Provide staff with information on using school resources and equipment safely
- Ensure Risk Assessments are up to date
- Ensure that Risk Assessments for trips/visitors are updated or produced for each occasion

The Site Supervisor is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in school to the senior management team immediately
- Ensure that all work under their control is undertaken in a safe manner after carrying out relevant risk assessments
- Carry out a daily check of the grounds and building to spot any disrepair or hazards
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the alarms
- Inspect playground equipment weekly and act on any concerns
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any hazards in the areas where they will be working
- Ensure staff and pupils are protected when contractors are on site eg by cordoning off areas
- Fully co-operate with health and safety arrangements during larger building projects

All employees have a responsibility to:

- Take reasonable care and precautions to ensure the health and safety of themselves and others, and to do nothing, by act or omission, which might compromise their own or others' health and safety
- Follow procedures implemented to meet statutory requirements and school policy
- Set a good personal example through safe behaviour
- Make use of equipment provided and follow procedures established for safe working, and to ensure all others do the same
- Familiarise themselves with emergency evacuation and lockdown procedures
- Report promptly all concerns about health and safety, accidents, reportable diseases and dangerous occurrences
- Satisfy themselves, when using machines, tools and equipment, that it is not defective or a potential hazard; and satisfy themselves when purchasing or hiring equipment that it is suitable for its intended use and complies with appropriate safety regulations
- Leave the classroom / playground / office etc in a reasonably tidy and safe condition, and store and organise equipment and resources safely to ensure they do not become a hazard
- Ask if they do not know how to use a piece of equipment or feel a task is beyond their capabilities
- Supervise pupils and advise them on how to use equipment safely
- Contribute to and highlight any gaps in the school's risk assessments

Statement and Procedures

General

- Health and Safety audits are undertaken regularly by school staff and the H&S Governor.
- Health and Safety issues are reported to the Governing Body.
- All staff are aware of their responsibility in identifying and reporting issues surrounding Health and Safety – e.g. notifying/taking action in relation to a trip hazard.
- Staff are aware of the need to undertake safe practice and know that there is equipment in school to support this - e.g. steps/step ups to put up displays.

Security – *see School Security Policy for detailed information*

- Main entrance has phone entry system and CCTV.
- Visitors report to the office to sign in and out using the school security system – decisions will be made at entry level whether a visitor will need to be accompanied by a member of staff.
- Visitors wear an identification badge while in school.
- Staff are aware of the need to challenge unauthorised persons on school premises.
- Children are reminded not to let anyone into the building.
- All external doors open only from the inside.
- Staff are aware of the need to keep all external doors closed when the rooms are unoccupied.
- The school is surrounded by high level fencing with gates which are kept padlocked during the school day. The only way to access the grounds and school is via the main path and main entrance.
- All members of staff Governors, club providers and regular volunteers are required to have up to date DBS checks.
- Parents/carers collecting a sick child, a child with an appointment or bringing a child in late wait in the entrance lobby and sign their child out or in.

Evacuation

- All areas have evacuation procedures clearly displayed.
- All routes and fire exits are clearly labelled.
- The lift is not to be used during emergencies.
- Staff and visitors are made aware of the need to familiarise themselves with evacuation procedures and routes.
- Staff are required to respond immediately to the evacuation bell (one continuous ring) – always treating it as the real thing.
- Evacuation procedures are discussed with children.
- Designated assembly points are clearly marked on the front playground.
- Evacuation drills are carried out at least once a term – these are done at different times of day and may include a scenario eg not being able to use a certain route.
- All staff and visitors are required register themselves on and off the premises using the school's security system.
- Evacuation checklist is used to account for all staff, students and visitors.
- All staff are aware of their responsibilities as identified on the checklist.
- Registers are brought out by support staff and distributed to class teachers to account for all children.
- Procedures are evaluated after fire drills and amendments are made as necessary.

Lockdown

- All staff and pupils are aware of the difference between the Fire Alarm and Lockdown Alarm.
- All areas have lockdown procedures clearly displayed - staff and visitors must familiarise themselves with these.
- Staff are required to respond immediately to the lockdown bell (intermittent ringing) – always treating it as the real thing.
- Staff follow agreed procedures to secure the room they are in.
- Staff are kept informed of the situation.
- Lockdown procedures are discussed with children.
- Lockdown drills are carried out at least once a term.
- Procedures are evaluated after lockdown drills and amendments are made as necessary.

Fire Prevention

- Flammable materials are stored appropriately.
- Electrical equipment is turned off at the end of the day, where appropriate.

Fire Equipment

- Fire exits are clearly marked.
- Fire exits are kept clear.
- All external exits have break glass alarms.
- Fire extinguishers are placed appropriately.
- Alarms and extinguishers are regularly maintained and records kept.
- Internal fire doors are clearly marked and are generally kept closed during the day.

Asbestos

- An up to date log is kept by the school and the Local Authority.
- All staff are made aware of the location of any asbestos in school.
- All contractors must sign to say they have seen the register before starting work on site.

Control of Hazardous Substances

- The use of hazardous substances in school is kept to a minimum.
- The Site Supervisor (with appropriate support from senior managers) completes a COSHH assessment for all hazardous substances used on site.
- The associated procedures and control measures are funded and enforced.

Electrical Testing

- All items of portable electrical equipment in school are inspected and PAT tested annually.

Legionella

- Testing is carried out in line with statutory regulations.

Food Technology

- Cooking equipment, including ovens and hobs, will only be used if fire precautions and appropriate risk assessments are in place.
- Staff must be satisfied that the tasks undertaken are appropriate for the pupils concerned.
- There is close supervision for riskier parts of the cooking process, i.e. taking food in or out of hot ovens or a decision made that the adult will do this.

School Kitchen

- The School Meal Provider provides Health and Safety information and procedures for their staff.
- Kitchen staff participate in school evacuation / lockdown drills.
- Kitchen staff and school staff have a responsibility to report and inform each other of any issues and ensure action is put in place either by the school or School Meal Provider.

Playground Equipment

- Playground equipment and its use is supervised during all breaks during the school day.
- If the equipment is used during lesson time supervision is again maintained.
- A decision is made if inclement weather (damp/icy) means that equipment becomes unsafe to use on a particular day.
- Playground equipment is out of bounds before and after school.

Playground Supervision

- Appropriate levels of supervision will be maintained in playgrounds as described in the playground risk assessment.

Injuries and Illness

First Aid

- All areas of the school have Emergency Cards which can be used to summon help.
- The list of qualified first aiders is displayed around the school.
- Training for first aiders is kept up to date.
- First aid equipment is clearly labelled and accessible.
- Equipment is regularly checked and restocked.
- First aid boxes are taken on off site visits.

Children

- Injured or sick children go to Welfare, who take action as appropriate.
- Children should be accompanied to Welfare by a friend or staff member.
- Parents/carers are notified immediately if deemed necessary.
- In the case of minor scrapes and bumps parents are given a notification form at the end of day – all head and face injuries are reported to parents.
- If the injury/illness is deemed serious a senior member of staff is called.
- If it is felt hospital treatment is needed an ambulance is called immediately – parents/carers are informed.
- Class staff are informed via a note of any injuries received during playtime/lunchtime which need monitoring, especially head injuries.

Adults

- Injured or sick adults are treated by Welfare/hospital as appropriate.

Recording

- All injuries and their causes are recorded – children, staff and visitors.
- Local Authority Accident/Incident report forms are used as required.

Medicines

- Parents are informed that we do not generally administer medicines – although arrangements can be made for them to come into school to administer it themselves.
- Exceptions would include asthma medication, epi-pens and other medications required to treat ongoing medical conditions. In these cases parents are required to fill in a permission slip which includes details of what should be given and under what circumstances.
- Medicines are stored appropriately.
- All staff are trained in the use of epi-pens.
- All staff are notified of children who have severe allergies, and where appropriate will be informed of other medical conditions.
- Where travel sickness medication is required on coach trips, parents are asked to give it before bringing the child to school. If a further dose is needed during the day, it is given to the teacher and a slip signed by the parent giving permission for the teacher to administer it.

Educational Visits

The school follows LA guidelines for Educational Visits

- There is a named Educational Visits Co-ordinator.
- All off site trips are subject to the approval of Senior Leaders and the Educational Visits Co-ordinator.
- A detailed risk assessment is completed and signed before classes go on a visit.
- A personal assessment will be carried out for identified children.
- At least one qualified first aider per class goes on all visits, with at least one on each coach used.
- Staff take mobile phones on all visits and provide the office with contact details.
- Parents must be informed in advance of the activities on the trip and must sign a permission slip.

Risk Assessment

- The school maintains a comprehensive set of risk assessments that cover curriculum based activities in school and on school visits, and the running of the school building and grounds.
- These are all available on the school's IT system for staff to inspect and refer to as necessary.
- Senior Leaders will take steps to ensure that staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- All risk assessments are reviewed regularly (except risk assessments for school trips which should be reviewed each time the trip takes place).

Employee Health and Wellbeing

- The school does all it can to make the school environment a pleasant and healthy place to work.
- The school takes work-life balance and work load into account by only scheduling meetings when necessary and relevant, allowing teachers to use directed time according to their own needs / needs of the year group and providing release time as appropriate for any additional tasks.
- Staff are only asked to carry out planning and marking which is useful and has an impact on children's progress.
- The school supports staff who may have specific needs and can refer to Occupational Health if appropriate.
- Staff are able to use the services of the counsellor.
- The school supports staff through the application of the Whole School Absence Policy.

Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability.
- Manual handling training will be provided for appropriate members of staff including, if necessary, how to lift pupils safely.

Slips Trips and Falls on the Level

- The potential for slips trips and falls in school has been risk assessed and appropriate controls and warnings are put in place. This includes working procedures for mopping floors, absorbent floor mats near entrances and regular hazard spotting inspections

Snow and Ice

- A plan has been produced outlining the main pedestrian routes that the site staff will strive to keep open during snowy and icy conditions
- If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to use alternative access routes or to close the school.

Staff with responsibilities

- **Health and Safety Co-ordinator** – TBC
- **Health and Safety Governor** – TBC
- **Site Supervisor** – Mr K Gregori
- **Management of contractors on site** – Mr K Gregori
- **Educational Visits** – Mrs C Edwards
- **Safer Recruitment** – Miss M Tait, Mr D English, Mrs K Coxon
- **Designated Safeguarding Leads** – Mrs K Coxon, Mrs C Edwards, Miss M Tait, Mr D English
- **Looked after children** – Mrs K coxon
- **Fire Warden** – Mr K Gregori

Related Documents

Educational Visits Policy

Policy for First Aid, Illness, Accidents, Medical Emergencies and the Administration of Medicines

Critical Incident Plan

Procedures for Students/Visitors/Contractors in School

Asbestos Log

Risk Assessments

Whole School Absence Policy