

HEALTH & SAFETY POLICY

Last review date: March 2021
Next review date: February 2022

Introduction

This policy covers health and safety matters associated with the building structure, plant, fixed equipment and services for which all staff at the school also have responsibility to ensure that safe practices are always actively promoted.

See also: [Risk assessment policy](#), risk assessments, [Control of hazardous substances Policy](#), [Selection and management of contractors Policy](#), [Safeguarding policy](#), [On site movements policy](#), [Fire safety policy and procedures](#), and [staff handbook](#) for practical details for staff.

PURPOSE

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

GUIDELINES

Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The **Governing Body** will:

- Review the policy.
- Give strategic guidance.
- Monitor and review health and safety issues through the Premises Committee, reporting back to the Full Governing Body.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
 - a) Provide plant, equipment and systems of work, which are safe, and without risks to health.
 - b) Make arrangements for handling, storage and transportation of articles and substances.
 - c) Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
 - d) Promote the development and maintenance of sound safety, health and welfare practices.

- e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
- f) Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
- g) Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
- h) Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.

The **Headteacher** will:

- Be responsible for the day-to-day implementation of school safety organisation including making H & S a regular feature of the weekly staff meetings for passing on information and allowing discussion of day-to-day matters.
- Report to the Health and Safety Executive any RIDDOR events if required.
- Note any Government information on health matters
- Develop a culture of safety throughout the school.
- Report to Governors on pertinent issues through the Premises, Health and Safety Sub-Committee.
- Report accidents and incidents of violence to the Premises, Health and Safety Sub-Committee on a termly basis.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfil their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Premises, Health and Safety Governors.
- Ensure relevant staff have access to appropriate training.
- Meet with the Estate Manager on a weekly basis to manage site issues.
- Report to the Estate Manager any defects and hazards that are brought to her notice.

All **staff** will:

- Ensure that they have read the Health and Safety Policy as per the Staff Handbook.
- Register children before 9:00am and 1.30pm.
- Hand over pupils to known parents or carers at the end of the day.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Ensure that appropriate areas are used by children at playtimes with necessary staff supervision (see supervision policy).
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations which may present a serious or imminent danger immediately to the Estate Manager and headteacher.
- Report any defects and hazards immediately to the Estate Manager through recording, on specific defect sheets, located in the staff room and office.
- Report any concerns of abuse to pupils to the Headteacher who is the Child Protection Officer.
- Complete an 'Accident / Incident / Violence Investigation' form, available from the School Office, in the event of a significant accident or incident of violence.

- Inform staff of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff.

The Estate Manager will:

- Ensure that he is familiar with the school's Health and Safety Policy.
- Conduct an annual health and safety survey with the Health and Safety Governor.
- Conduct a daily site check. Ensuring physical security measures are in place.
- Have regular meetings with the bursar to manage site issues. Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances and compliance with the school's COSHH policy etc.
- Report immediately to the Bursar any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire alarm sounders and fire doors weekly.
- Inform the Bursar whenever contractors are due to enter the school to undertake maintenance, service or works contracts. (see safeguarding policy)
- Maintain a record of hazardous substances used for cleaning and similar purposes – see [Control of Hazardous Substances policy](#) for more information.
- Ensure that he and members of the estates team undertake regular training in manual handling and working at height.

The Health and Safety Governor will:

- Conduct an annual health and safety survey with the Estate Manager and report back at the termly meetings Governors.

The Events Organisers will:

- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy.

Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

The Secretary will:

- Report any health and safety concerns as soon as possible to the Headteacher.
- Organise first aid cover at lunchtime.
- Send out medical alert questionnaires to parents in September and compile a school list to be held by staff.
- Ensure 'Accident / Incident / Violence Investigation' forms are completed for any serious incidents, file forms and send appropriate notification to OFSTED.

Pupils are expected to:

- Exercise reasonable personal responsibility for the safety of themselves and classmates. (see Behaviour policy)
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their safety.

Parents are expected to:

- Support the school in any health and safety matters reported to them on newsletters.

ARRANGEMENTS

Accidents and Incident Reporting

Please refer to the [First Aid, Medicine and Illness Policy](#)

Asbestos

An asbestos register is held by the Estate Manager.

The Estate Manager is to ensure it is made available to contractors working on site.

Communication of Information to Users of the Premises

Any persons booking accommodation at the school will receive a copy of this [Health and Safety Policy](#) from the Events Organiser.

Control of Hazardous Substances

The Estate Manager completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances

Cooking

- a) Cookers should not be used without essential fire precautions being provided.
- b) Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

Educational Visits

All staff must adhere to the school's [Educational Visits Policy](#) when organising and running a visit.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading, daisy chaining of extension leads is strictly forbidden.
- The temperature of hot water is controlled to prevent scalds and tested weekly.
- Lighting and ventilation is adequate in all areas including storage areas.

Electrical Testing

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.

Evacuation of the Building (see [Fire policy](#))

- a) Fire exits are clearly labelled.
- b) Plans showing exit routes are displayed by the door of each classroom.
- c) Fire bells and fire doors are tested weekly by the Estate Manager.
- d) A fire drill is practised once each half-term and reported by the Headteacher to the Governing Body.
- e) Fire appliances are checked annually.
- f) Certain staff have been trained as a fire marshal as listed in the Fire policy

First Aid Provision

All staff must adhere to the school's [First Aid, Medicines and Illnesses Policy](#).

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine which includes classrooms, kitchen, toilets and changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - a) cleaning tables between activities;
 - b) checking toilets regularly;
 - c) wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - d) providing sets of clean clothes;
 - e) providing tissues and wipes; and
 - f) ensuring sole use of flannels and towels.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the School Office.

Manual Handling

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability. Staff have undertaken manual handling training, records held with the Estates Manager.

Missing Child

Please refer to the [Missing Child Policy](#).

Movement Around School

- a) Pupils should walk around school sensibly and stand in single file when waiting.
- b) No pupils should remain unsupervised in classrooms.

Contractors on Site

Please refer to the [Security, Access and Workplace Safety policy](#)

On Site Vehicle Movements

- a) Car parking for staff is located to the front of the building. Car parking for parents and visitors is in the designated area across the drive opposite the school.
- b) Contractors come onto the premises when loading/unloading equipment and park outside the main entrance. It must remain stationary if any pupils are present.
- c) The speed limit on site is 5mph and must be adhered to by all visitors.

PE Equipment

Gymnastic equipment is checked annually by the Estate Manager and repaired or removed as appropriate. The PE teacher will inform the Estate Manager of any interim issues.

PE Safe Practice

Guidance on safe practice in PE is detailed in the school's 'PE Policy'.

Playground

- a) The playground is zoned for different activities –football, quiet area, Early Years and nature trail. Pupils are required to stay in the zoned areas as advised by members of staff.
- b) Staff actively encourage pupils to play safely and discourage rough games.
- c) Three members of staff supervise the playground.
- d) One member of staff closely supervises the Trim Trail when it is in use.

Pond

The school pond is enclosed in a fenced area to prevent access when it is not being used. Children are only permitted to enter the pond area when under supervision of a responsible adult.

Pregnant Workers and Nursing Mothers

The Headteacher will carry out a risk assessment in accordance with statutory guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks.

Risk Assessment

Please refer to our Risk Assessment Policy.

Safe Stacking and Storage

Equipment is stored at an appropriate level and position relative to its height, weight and bulk.

Slips, Trips and Falls

- a) It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, Bursar or Estate Manager.
- b) Cable mats are provided to put on cables to prevent trips.
- c) If an accident happens the area is to be out of bounds until the problem has been rectified

Swimming

Please refer to the School Pool Risk Assessment Document.

Swimming instruction is provided by qualified swimming instructors.

Supervision of Pupils

- a) Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- b) No pupil should be left unsupervised in classrooms.
- c) Staff should be punctual in collecting pupils from the playground.
- d) The same duty of care applies when staff supervise pupils in after school clubs.
- e) If a member of staff knows that he/she is unable to undertake a duty he/she will organise cover.
- f) Other staff on duty should inform supply teachers of their duties regarding supervision.
- g) If a parent fails to collect a pupil after school staff should make every effort to contact the parent. If a parent cannot be contacted, the Non-collection of child procedure emergency is followed.

Transporting Pupils

Staff are responsible for getting parents/volunteers who are transporting pupils to an event to complete the Parents Transport Log obtainable from the School Office before allowing them to transport pupils.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

Working at Height

- a) Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.
- b) Small stepladders are located on each floor. These are checked annually for serviceability.
- c) Use of large ladders is restricted to the Estates team.

Working during the Evening

Staff do not stay at school beyond 6.pm except for specified events.

Lone Working Policy

Staff must adhere to [Security, Access and Workplace](#) policy.

Monitoring and Review

It is the responsibility of the Governors to agree and then monitor the Health and Safety Policy.