

HEALTH AND SAFETY POLICY

RATIONALE

Our school is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior management team to ensure this is the case. In order to promote this we must take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to keep themselves and one another safe and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

AIMS

- To provide a safe, secure and healthy working environment for staff and children
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment

OBJECTIVES

- Be vigilant around the school premises for intruders finding a balance between challenge and confrontational behaviour
- Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards and to contribute to their own safety and health at work
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items
- Administer appropriate procedures according to fire regulations
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness
- Have a procedure in place for reporting faulty equipment and near misses
- Maintain regular checks of the building and safety and security
- Be aware of the pressures on teaching staff and the possible effects which stress may have
- Give guidance on lone working and personal safety
- Give guidance on the use of images
- Inform about what should be done in a case of emergency

INFORMING PEOPLE OF THIS POLICY

New members of staff receive health and safety information as Part of the induction policy.

RESPONSIBILITIES OF INDIVIDUAL CLASS TEACHERS

The health and safety at Work Act 1974 requires governors and employees according to their particular roles, to take the initiative on certain matters. The following list is a guide to particular responsibilities that individuals have.

1. Know the safety measures and arrangements to be adopted in their own work areas and ensure that they are applied.
2. Keep good standards of hygiene and cleanliness
3. Know and apply the procedures in respect of emergencies
4. Co-operate with other employees and the safety representative in promoting health and safety measures
5. Report any hazard or breakage
6. Follow health and safety instructions and use appropriate safety equipment and protective clothing
7. Maintain safely tools and equipment
8. Report any incidents, assaults or 'near misses'
9. Set a good example to the children in their care
10. Supervise pupils and ensure that they know about emergency procedures and safety measures
11. Ensure that pupils' bags, coats and belongings are safely stowed away
12. Include all relevant aspects of safety in the curriculum according to the science and PHSE and C curriculum.
13. Make parents/ volunteers aware of safety procedures in the classroom/ work area
14. Give clear instruction and warning as often as necessary
15. Ensure that relevant risk assessments are completed and followed
16. Ensure that pupils are made aware of existing and new health and safety information.

RESPONSIBILITIES OF GOVERNING BODY

1. Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training
2. Ensure that policies relating to health and safety are in place and updated regularly
3. Enable a member of the governing body to have a key monitoring role in relation to health and safety including a termly walk around the school building with the site supervisor and Head teacher
4. Approve as appropriate arrangements for residential trips according to LA guidelines

5. Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe

RESPONSIBILITIES OF THE HEAD TEACHER

1. To ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation
2. To regularly review the safety and security of the school building during an annual Governors' meeting
3. To undertake risk assessments as and when required and review regularly
4. To put into practice and monitor the procedures described in associated policies i.e. first aid, emergency, fire, reporting of defects
5. To act upon referrals from employees
6. To ensure staff and pupils comply with agreed procedures
7. To record and inform relevant external agencies as and when appropriate
8. To ensure access to this policy and other health and safety information as legally required
9. Advise and inform the Governing Body as to health and safety practice, legislation and compliance
10. To ensure that appropriate logs and records of incidents are completed and acted upon
11. To ensure policies and employees are updated as to new legislation and guidance
12. To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations
13. To ensure that temporary/ supply staff are informed of health and safety practice
14. To report matters of health and safety to the governing body
15. To report on any audits/ inspections to the governing body and follow-up any necessary actions
16. To ensure that procedures are in place to ensure the safety of contractors and hirers
17. To make sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation
18. To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues affecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site
19. Ensure adequate first aid cover is provided
20. Health and safety team to include staff, governors and school council carry out safety walks at least twice per year to identify potential issues and act on them.

RESPONSIBILITIES OF VISITORS

Regular visitors and other users of the school will be required to observe the safety rules of the school. The Head teacher will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in school will be made aware of the health and safety arrangements by the teacher who they are working with.

THE GOVERNING BODY AND HEAD TESCHER HAVE AGREED THAT THE FOLLOWING PROCEDURES/CODES OF PRACTICE SHALL BE FOLLOWED WITHIN THE SCHOOL.

DEFECTS

1. Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the Site Manager or Head teacher
2. The Site Manager, in consultation with the Head teacher, if necessary, will take steps to have the defect rectified, i.e. by contacting property services via the hotline, school technical services or other competent contractor. Minor defects to be rectified by the site manager.
3. Details of significant defects will be recorded by the site manager
4. Any member of staff discarding a faulty item or electrical item must ensure this item is removed from the Electrical Appliance Inventory.

ACCIDENT REPORTING

All accidents that occur on the site should be recorded on accident form/book. Parents/guardians or other person should be notified of the accident. All accidents should be reported to senior management immediately.