

Simonside Primary School



Health and Safety Policy



INTRODUCTION

It is the policy of the Governing Body, so far as is reasonably practicable, to:

- establish and maintain a safe and healthy environment throughout the school
- establish and maintain safe working procedures among 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
- ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided
- formulate effective procedures in case of fire and for evacuating the school premises
- lay down procedures to be followed in case of accident
- arrange the teaching of safety as part of pupils' duties where appropriate.

Governors are committed to working within the framework provided by the Local Authority outlined in the "Corporate Risk Assessment Guidance for Schools and Community Nurseries" (available from the SBM or from Services to Schools website).

Governors accept the right of trade union members to be represented on health and safety matters by an appointed safety representative who will be granted appropriate time off to carry out his/her duties.

Governors will review this policy at Finance and Premises committee meetings and this will then go to full Governing Body for approval during each autumn term.

The Governing Body is responsible for:

- ensuring that appropriate documentation is in place
- monitoring its implementation
- reviewing it on an annual basis

This will be achieved:

- by the appointment of a named governor for health and safety

- through the Finance and Premises committee
- by Governors receiving termly reports from the Headteacher as part of the Headteacher report to Governors.

The Headteacher is responsible for:

- the day to day management of Health and Safety
- the implementation of the policy
- ensuring that all staff are aware of the information contained in the policy
- ensuring that staff comply with procedures laid down in this policy
- reporting termly to governors on health and safety matters
- liaising with contractors to ensure an adequate exchange of health and safety information
- other responsibilities outlined in the “General Risk Assessment and Guidance for Schools and Community Nurseries”.

The Caretaker will be responsible for:

- ensuring that all defects in the buildings and grounds are dealt with promptly
- ensuring that a weekly check of the fire alarm/alarm system takes place and that results are recorded in the Fire Log Book
- carrying out a weekly safety check of the school grounds.

It is a requirement of the Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place and should comply with them.

A copy of this policy will be made available on the school network and staff will be expected to comply with the procedures it contains at all times.

All staff have a responsibility towards themselves and others for Health and Safety and should report any problems using the procedure outlined in the next section. If necessary, they should be prepared to take appropriate action themselves to remove hazards. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly when handling equipment and materials.

All pupils are expected to:

- exercise personal responsibility for the safety of themselves and their fellow pupils
- observe standards of dress consistent with safety

- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

PRACTICAL ARRANGEMENTS

FIRST AID

- There are several First Aid boxes throughout the school including Reception, Parents Room, Small Hall, Big Hall, Cookery Room, outside Year 6 classroom, outside Year 1 classroom, Staff Room and Nursery
- A portable First Aid kit is available to take out on educational visits
- First Aid qualified staff are responsible for ensuring that the First Aid box and other materials are stocked in accordance with the health and safety manual
- Only items listed in the Health and Safety manual will be used in administering First Aid
- Classroom Support Staff have received first aid training in emergency procedures (Inhalers and epipens). Named First Aiders have completed a First Aid qualification. In addition to this there are members of staff who have a qualification in Paediatric First Aid
- Treatment is recorded in the First Aid log in each First Aid box and a copy kept in school.

ACCIDENT REPORTING, RECORDING AND INVESTIGATING

- All accidents to children will be recorded using accident forms from the school office
- All accidents must be brought to the attention of the SBM and the Headteacher or Deputy Headteacher will decide on appropriate further action. In all cases an “Accident Report Form” will be completed. These forms are available on the school network, from the SBM or downloaded from the Health and Safety site on Services to Schools. Completed forms are returned to the SBM and sent to the LA Health and Safety Officer (if appropriate) and a copy is kept in school
- Copies of the Accident forms are kept on the school system
- Accidents involving adults will be recorded as above
- The person completing the accident report/record will be the most appropriate person involved in the incident. Investigating the causes of the accident and if necessary, making recommendations to prevent recurrence, will be carried out by an appropriate senior member of staff with the support of advice from the SBM and Health and Safety Team at the LA.

ADMINISTRATION OF MEDICINES

Unless there are exceptional circumstances, only designated school staff may administer essential prescribed medication. Please refer to the Policy for Managing Medication in Schools.

FIRE SAFETY

- There will be a termly fire evacuation practice, the outcome of which will be recorded in the "Fire Precautions File". The time of the practices will vary to cover different times of the school day
- Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them
- Designated LA personnel regularly visit school to check the alarm systems, recording the outcome in the "Fire Precautions File"
- Firefighting equipment is inspected and serviced annually and the date recorded in the "Fire Precautions File" and on the maintenance record on the equipment itself
- In the event that we are unable to reoccupy the building immediately, staff and pupils will be evacuated to the school field.

HAZARD AND DEFECT REPORTING

- All defects and hazards relating to the building or grounds should be reported immediately to the Caretaker in the first instance by recording the issue in the Caretaker's log (located in the staffroom). If the Caretaker is not on site an immediate issue should be reported to the SBM and in their absence the Headteacher or Deputy Headteacher. Any issue beyond the remit of the Caretaker should be directed for repair to Hillstar Building Management
- The Caretaker and SBM are responsible for monitoring the progress on all items reported

HEALTH AND SAFETY AUDITS

- A safety audit of the school will be carried out each term by the Headteacher, Caretaker, SBM and Governor with responsibility for Health and Safety
- The outcome and any action taken will be reported to Governors through the Headteacher's report and/or Governor's report.

RISK ASSESSMENTS

- The result of the audit will help to determine the areas for which a formal Risk Assessment needs to be carried out
- Areas not related to the building or site will be identified when new materials, equipment or procedures are to be used
- The Headteacher is responsible for allocating the task of undertaking Risk Assessments to the person best placed to make the assessment. The SBM will provide advice and guidance on all aspects of Health and Safety with support from the LA and HSE.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The responsibility for carrying out COSHH assessments will rest with the Headteacher and/or the Caretaker depending on the substance concerned.

The Science Lead teacher will be responsible for the management of hazardous substances linked to this curriculum area.

SITE SECURITY/VISITORS TO THE SITE

- The school aims to provide a safe and secure environment for the pupils, staff and visitors and resources, without overly restricting school life
- All visitors are expected to report to the school office where they will be asked to sign the visitors book and to wear an identification badge indicating their name and date of visit
- All staff will wear school issued ID badges
- Staff are encouraged to politely challenge anyone in school they do not recognise who is not wearing a visitor badge or an alternative form of identification
- Visitors should also sign out when leaving the site, removing the ID badge
- Doors in school have security locks with keys issued to staff the Headteacher, Deputy Headteacher, Caretaker and School Office hold some master keys and keys to all areas of the school.

To achieve a safe and secure environment we:

- have a Health and Safety Policy and carry out Risk Assessments
- direct visitors to the reception area outside the Admin Office
- accompany visitors
- have a signing in and out procedure
- provide badges for visitors to wear
- report visitors in unusual places to the Headteacher
- secure doors and windows
- keep an inventory of equipment
- keep gates and fencing in good order
- carry out termly evacuation procedures
- attend relevant health and safety training
- encourage vigilance by all those in and around school

- have safes for cash and valuables
- keep database and other confidential records secure iaw Data protection and GDPR
- advise staff and pupils not to bring valuables onto the premises
- buy into a suitable contractor/provider to carry out testing and maintenance of health and safety equipment.

OTHER POLICIES LINKED TO THIS POLICY

Educational Visits

Administration of Medicines

Disposal of Hazardous Substances

Fire Safety Policy

Corporate Health and Safety at Work Policy

School Security Strategy

Policy updated: April 2019

NAMED GOVERNOR FOR HEALTH AND SAFETY: R Jobes