



Health and Safety Policy

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HEALTH AND SAFETY POLICY

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at St Margaret's CE Primary School.

The LA Health and Safety Policy has been taken into consideration in the formulation of this policy.

It is an over seeing document for the many policies, procedures and risk assessments which are part of our day to day working, contained within the Health and Safety file system in the school admin area.

Inclusion Statement

Inclusion is a complex concept and a way of thinking that embraces a wide range of beliefs and values about the importance of every individual and every role within an organisation.

St. Margaret's is committed to an inclusive ethos and always aims to develop policies and practices within an inclusive framework.

Irrespective of definitions of inclusion, inclusive principles are well understood and are applicable to every aspect of school life for every person.

Inclusion at St. Margaret's means that:

- Every member of the school community is considered of equal importance and value and treated accordingly
- Every member of the school community should expect to be treated with courtesy and respect irrespective of differences and should expect to behave this way to all other members of the community
- Every member of the school community should be fully included in every aspect of school life unless, exceptionally, this is contrary to their best interests
- Where full or meaningful inclusion is hard to achieve, creative solutions should be sought to overcome obstacles
- Everyone is actively encouraged to reflect on issues of inclusion so that inclusive practice becomes automatic and embedded

Aims

Our aims for Health and Safety are to:-

- Provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Principles

The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

Responsibilities

All members of the school community (teaching and non-teaching staff, parents, pupils and governors) work towards the school's aims by:-

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment.
- Being familiar with all instructions and guidance of safety within the school.
- Using common sense at all times to take responsible care for their own safety and that of others.
- Reporting any unidentified hazards to the Head Teacher without delay.

The Management Team (Governors - named Governor currently Mr. M Berriman, Head Teacher and Senior Managers) work towards the school's aims by:-

- Recognising their corporate responsibility for ensuring that the Health and Safety Policy of the Education Department is implemented in the school.
- Ensuring that safe work practices and procedures are applied within the school.

- Making termly and annual inspections to ensure that a safe and healthy environment is maintained.
- Establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
- Ensuring that all members of the school community are aware of their own responsibilities.
- Taking responsibility for devising and implementing a school Health and Safety policy.
- Monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.
- Ensuring that all staff are familiar with the Health and Safety policy of the school and the LA and any other relevant codes of practice and legislation.
- Facilitating safety training for staff.
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- Ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.
- Liaising with Health and Safety representatives and governors to carry out regular inspections of school premises.

The Head Teacher works towards the school's aims by:-

- Taking responsibility for the day-to-day operations of the Health and Safety policy.

Teachers work towards the school's aims by:-

- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- Being good role models - vigilant and careful.
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- Providing opportunities for children to discuss appropriate health and safety issues.
- Making sure risk assessments are carried out as necessary and completing and EVOLVE online entry before any off-site visits.

- Reporting to the Head Teacher or Deputy head any problem, or imminent danger associated with their responsibilities, as soon as it is practicable to do so.

Pupils work towards the school's aims by:-

- Developing a growing understanding of health and safety issues.
- Contributing to the development of codes of practice eg. Classroom rules.
- Conducting themselves in an orderly manner in line with these codes.
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents work towards the school's aim by:

- Ensuring that children attend school in good health.
- Providing prompt notes/phone calls to explain all absences.
- Providing support for the discipline within the school and for the teacher's role.
- Ensuring early contact with school to discuss matters concerning the health and safety of their children or of others.
- Allowing children to take increasing personal and social responsibility as they progress throughout the school.
- Accepting responsibility for the conduct of their children at all times.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

The Caretaker (including the Handy Person) is responsible to the Head Teacher for:-

- Carrying out Health and Safety checks of premises and grounds, dealing with or reporting any breaches of safety quickly and effectively.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use.
- Ensuring that all waste materials from the school are disposed of in accordance with the LA policy.
- Maintaining a clean and effective boiler area, including the safe storage and delivery of necessary fuels.
- Maintaining a high standard of housekeeping.

- Reporting to the Head Teacher or Deputy Head any problem, or imminent danger associated with his responsibilities, as soon as it is practicable to do so.

Procedures

1. For ensuring involvement of all members of the school community we have:

- Regular meetings of representatives of teaching and non-teaching staff to review health and safety issues.
- Annual training of all staff.
- In depth training of new staff, including students.
- Governor updates and health and safety visits.

2. For providing children with opportunities to discuss health and safety issues we have:

- A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility, including bubble time and circle time.
- A programme of health education.

3. For accident prevention, reporting and investigation we have:-

- Risk assessments formulated and regularly reviewed.
- Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible.
- Promptness in reporting potential hazards to the Head Teacher and immediate response to such reports.
- Reporting of accidents to the Head Teacher and a note made in the school accident book in accordance with LA regulations.
- Prompt investigation of all accidents by the Head Teacher in order to establish cause and adopt remedial measures.

4. For First Aid provision we have:

- Recognised First Aiders in school, including higher level and paediatric qualified.
- First Aid training for all staff.
- Provision of fully stocked first aid boxes in the admin areas of both buildings, plus individual kits for all staff, for use in school and on visits.
- Notification to parents of any head injury or minor injuries on appropriate slips.
- Summoning of an ambulance where necessary by any responsible adult and arrange for someone to meet and guide the ambulance. If the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital.
- A list of first aiders is kept in the school office, along with their training dates.

5. For fire precautions we have:

- A set of regulations for emergency evacuations.
- A termly fire drill which is monitored in accordance with LA guidelines.
- Regular checks of equipment, procedures and exits by the caretaker and equipment monitored yearly.
- All fire exits clearly signed.
- Personal evacuation plans (PEEPs) for individuals with particular needs.
- Regular compliance checks by Durham Fire Department.

6. For the use and control of substances hazardous to health we have:-

- Storage of such substances clearly labelled, locked in the Caretaker's store, which is kept locked when not in use.
- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.
- COSHH data sheets are displayed for all chemical substances. These are displayed in the chemical store.

7. For electric safety we have:-

- Careful siting of equipment to avoid trailing leads.
- Annual PAT testing by electrical contractors on all portable electrical equipment.

8. For coping with special medical conditions we have:-

- Medical Plans for all pupils which are shared with teaching/non-teaching/supply staff about any special medical conditions of children in school and about what response may be required in an emergency.
- Sign posting of pupils with specific illnesses in staff areas.
- Regular liaison with school nurse and doctor, including staff training where needed.
- A requirement that all medicines brought to school must be clearly labelled with the child's name and appropriate dosage and frequency of dosage and logged with the Head Teacher/Office (please see the school's Medicine Policy and Administering Medicine Form).

9. For ensuring road safety we have:-

- Parking restrictions in the road outside school which parents are regularly urged to obey.
- Regular joint checks on parking safety between PSCOs, senior leaders and pupils.
- Controlled vehicle access to the site from 8.45 to 9.15am and 3.15 to 3.45pm (or until after school clubs are complete).
- Bikeability sessions for Year 5 children.
- Pedestrian Safety training for Year 3 children.
- Attendance at the Durham County Safety Carousel for Year 6 children.
- A complete and comprehensive travel plan.

10. For ensuring personal hygiene we have:-

- Encouragement of a high standard of personal hygiene. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- Checks for hand washing before meal times.
- A programme of health education for all pupils.

11. For ensuring playground safety we have:-

- School rules about playground behaviour designed to maximise playground safety and conscientious supervision of playgrounds.
- High adult supervision ratios.
- Regular inspection and maintenance of playgrounds.
- Daily inspections of outdoor areas.

12. For safety on school trips, farm visits and outdoor pursuit activities we have:-

- A School Visits Policy and LA guidelines.
- Risk assessments for visits, delivered as part of annual staff training.
- Evolve Risk assessment completed for adventurous, residential or full day school trips.
- Staff ratios above that required by LA (Minimum 2 school staff plus 1 per extra class, in addition to fulfilling County Ratio Guidelines through use of other adults).
- Individual staff first aid kits and school mobile phone.
- Parental permission for all visits in the local environment.

In addition to this policy, our Health and Safety records and procedures are kept within a series of files on the school computer storage area and in the main admin area of the school. The system follows county guidance for content and was reviewed and found to be of high quality in November 19.

Alan Baker (Health and Safety Co-ordinator)

June 2019

Agreed by Governors:

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