

Peterborough Diocese Education Trust

Barby Church of England Primary School



Health & Safety Policy

Committee Approved: Health & Safety

Date: September 2015

Reviewed:

Reviewed:

Barby CE Primary School **Health & Safety Policy**

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Barby C E Primary School.

The school adheres to the guidance given by Northamptonshire Local Authority which can be found at: www.northamptonshire.gov.uk

Our Aims

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

Our Principles

The establishment of a health and safe environment is an essential pre-requisite 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 adult).

Our Responsibilities

All members of the school community (teaching, 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 of their own safety and that of others.

All members of the Management Team (Governors, Head Teacher) will 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 working practices and procedures are applied within the school.
- Making termly inspection to ensure that a safe and healthy environment is maintained.
- Establishing that all members of the school community are aware of their own responsibilities.
- Taking responsibility for devising and implementing the school Health and Safety Policy, and monitoring and reviewing this policy annually.
- Ensuring that all staff are familiar with the Health and Safety policy of the school and the Local Authority's and any other relevant codes of practice and legislation.
- Taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that damage is quickly rectified.
- Ensuring that there are arrangements for the speedy evacuation of the building in case of fire or other emergency and that firefighting equipment is available and maintained.

The Head Teacher also includes:

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

The Teaching Staff will 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 aware of their responsibilities in taking reasonable care for their own safety and that of others.
- Being good role models- vigilant and careful.
- Taking quick action to ensure that children are not able to jeopardise their own safety or that of others.
- Provide opportunities for children to discuss appropriate health and safety issues.
- To make sure risk assessment are carried out before any off-site visits.

The Pupils will work towards the school's aims by:-

- Developing a growing understanding of health and safety issues.
- Contributing to the development of codes of practice.
- 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 aims 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 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. **This includes taking responsibility for additional accompanied children, on site, who are not currently on the school roll.**
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

ARRANGEMENTS FOR IMPLEMENTING THE POLICY

Risk Assessment

The underlying process, which secures this policy, is risk assessment. An assessment of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Head Teacher and Bursar to ensure that the relevant risk assessments are maintained and kept up to date.

Health and Safety Walk Round / Means of Escape

Once a week the School Council will walk around of the outside area of the school premises ie walkways and the playground and identify any dangers or areas of concern; record and subsequently report these to the Business Manager, this file is kept in the School Office.

Once a month a check is made on all means of escape within the school building and any dangers identifies are recorded and reported to the Business Manager.

Accident/Incident Reporting

Every accident/incident resulting in injury should be reported in the school accident book, located in the school office. An injury that needs medical attention or involves time off must be

investigated. An Accident Form should be completed by the relevant member of staff, signed and parents informed. **The School Secretary is responsible for the reporting of accidents to the the schools specialist Health & Safety support service, Plumsun.**

For first aid provision we have:

- Recognised First Aiders in school
- Provision of fully stocked first aid boxes outside the staffroom.
- An appropriate method of notification to parents of any head injury or minor injuries.
- 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 parent (or an alternative nominated person) a member of staff will accompany a child to hospital.
- A list of first aiders is kept outside staffroom along with their training dates.

The Headteacher, as Responsible Person, will report to RIDDOR, certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses). Reference HSE Guidance for Employers; Incident Reporting in Schools (accidents, diseases and dangerous occurrences), <http://www.hse.gov.uk/pubns/edis1.pdf>

Curriculum Safety

The school recognises that programmes of study require that children should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the necessary supervision to ensure safety. School staff will ensure that they are familiar with all the risks which might arise from the tools, equipment, materials and processes they plan for children to use.

Fire Safety

The persons responsible for carrying out the schools fire risk assessment is the Bursar and Health and Safety Governors. All school arrangements for fire prevention and dealing with an emergency is contained within the school's Management Precautions Folder in the office. The Fire Safety Risk Assessment is carried out by the Business Manager and Health and Safety Governor with monthly inspections of all means of escape carried out and recorded.

Lettings

In the event that the school premises are let to a third party the Governing Body will ensure that the hirer has £1 million limit of indemnity insurance and share all relevant school health and safety information, for one off events the school can arrange insurance at an additional cost to the hirer. The hirer maybe required to provide a copy of their risk assessment where their activity may result in the safety or health of the building or occupants being compromised following a discussion with the school. It is considered good practice by the Governing Body for the hirer to provide evidence of **an appropriate DBS certificate** (where activity includes involvement of children or young people).

Special Medical Conditions

- Medical Information Board about any special medical conditions of children in school and about what response may be required in an emergency is situated in the School Office.
- A requirement that all medicines brought to school must be clearly labelled with child's name and appropriate dosage and frequency of dosage and lodged with the Head Teacher/office.
- For administering of medication, please see the school's Medicine Policy and Administering Medicine form.

Moving and Handling

Any activities that involve significant manual handling tasks should be risk assessed and where appropriate, training provided for staff.

Offsite Visits

The school follows its policies in regard to any visits off the school's premises.

Playground Safety

- School rules about playground behaviour are designed to maximise playground safety and conscientious supervision of the playground.
- **At least termly** inspections of the school grounds are carried out by the Health and Safety Governor and records kept in the School office with maintenance of the playground done as necessary.

Electrical Safety

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

Road Safety

- Parking restrictions on the road outside of the school which parents are regularly urged to obey.

Use and control of substances hazardous to health (COSHH)

- Storage of such substances must be clearly labelled and locked in the cleaner's cupboard, which is not accessible to children.
- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.
- COSHH file is kept in the cleaner's cupboard which is kept locked at all times.

Policy Review - This policy, its organisation and arrangements will be reviewed biannually by the Governing Body.

Approval Authorisation

Authorised By	
Head Teacher:	Signature: Print: Date:
Chair of Governors:	Signature: Print: Date: