

REDLANDS PRIMARY SCHOOL HEALTH AND SAFETY POLICY



This document is a statement of the aims, principles and strategies for ensuring health and safety at Redlands Primary School.

Guidance from the DfE (Dec 2012), Health & Safety Executive (April 2012) and Reading Borough Council Local Authority has been taken into consideration in the formulation of this policy.

1. Aims

Our aims for Health and Safety are to:-

- Provide a healthy and safe environment for children, teaching, support 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.
- Ensure the safety of pupils, staff and other accompanying adults when out of school on school-related activities.

2. 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).

3. Responsibilities (see Appendix 1 for levels of responsibility)

All members of the school community (teaching, support 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 healthy and safe 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 Headteacher without delay.

3.1 The Management Team (Governors, Headteacher, School Business Manager and Caretaker) work towards the school's aims by:-

- Recognising their corporate responsibility for ensuring that the Health and Safety Policy of the LA Education Department is implemented in the school.
- Ensuring that safe work practices and procedures are applied within the school, including procedures for lone working.
- Making termly 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.
- Appointing a Health & Safety Governor to take responsibility for Health and Safety in school and to take part in monitoring and reviewing the 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 on-going safety training for staff, including induction of new 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 firefighting equipment is available and maintained.

3.2 **The Headteacher** works towards the school's aims by:-

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

3.3 **Teachers, support and non-teaching staff** work towards the school's aims by:-

- Following the school's codes of practice and policies.
- 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 before any off-site visits.

3.4 **Pupils** work towards the school's aims by:-

- Developing a growing understanding of health and safety issues.
- Contributing to the development and implementation 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.

3.5 **Parents** work towards the school's aim by:

- Ensuring that children attend school in good health
- Providing prompt notes/phone calls/emails 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.

3.6 **The Caretaker is responsible to the Headteacher for:-**

- Ensuring, so far as is reasonably practicable, the health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to.
- 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 is disposed of in accordance with the LAGuidance.
- Maintaining a clean and effective boiler area, including the safe storage and delivery of fuels necessary.
- Maintaining a high standard of housekeeping.
- Reporting to the Headteacher any problem, or imminent danger associated with his responsibilities, as soon as it is practicable to do so.
- Liaising with Health and Safety representative to carry out regular inspections of school premises.

4. **Procedures**

4.1 **For ensuring involvement of all members of the school community we have:**

- Health and safety issues which are regularly addressed in school staff meetings and all members of staff are consulted and kept informed.

4.2 **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.
- A programme of health education.

4.3 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 Headteacher and immediate response to such reports.
- Reporting all accidents to the Headteacher and a note made in the school accident book in accordance with LA regulations. These will then be reported to the school's governing body in each Headteacher's report.
- Prompt investigation of all accidents by the Headteacher in order to establish cause and adopt remedial measures.

4.4 For First Aid provision we have:

- Recognised, appropriately qualified and identified First Aiders in school
- Provision of fully stocked first aid boxes in all classrooms, in the school reception and on any outings
- Notification to parents of any head injury or minor injuries on appropriate slip.
- Summoning of an ambulance where necessary by any responsible adult and arrange for someone to¹meet 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.
- A green card in each classroom with a list of first aiders which is to be used in any emergency.

4.5 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 by Pel
- All fire exits clearly signed.

4.6 For dangerous situations and bomb threats we have:

¹ Ambulance access is via Blenheim Gardens and through the Nursery gates into the main school playground.

- Lockdown procedures for dangerous situations.
- Guidance for responding to bomb threats, including evacuation procedures.
- Regular lockdown drills (at least 1 per year)

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

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

4.8 For electric safety we have:-

- Careful siting of equipment to avoid trailing leads.
- Annual PAT testing by electrical contractors on all portable electrical equipment.
- A code of practice for the safe use of electrical equipment.

4.9 For coping with special medical conditions we have:-

- Information given to all teaching/support/non-teaching/supply staff about any special medical conditions of children in school and about what response may be required in an emergency.
- Supporting Children with Medical Conditions Policy.
- Regular liaison with school nurse and doctor.
- A requirement that all medicines brought to school must be clearly labeled with the child's name and appropriate dosage and frequency of dosage and put in the medicine fridge or cabinet, and a medical form completed and signed by the parent/carer.
- For administering of medication, please see the school's Medicine Policy and Administering Medicine Form.

4.10 For ensuring road safety we have:-

- Parking restrictions in the road outside school which parents are regularly urged to obey.
- Cycling proficiency sessions for Year 6 children.
- Crossing patroller at the main school crossing.

4.11 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 before lunch, and the provision and maintenance of suitable facilities for this.

- A programme of health education for senior pupils.

4.12 For ensuring playground safety we have:-

- School rules about playground behaviour designed to maximise playground safety.
- Conscientious supervision of playgrounds.
- Regular inspection and maintenance of playgrounds.

4.13 For outings we have:-

- Risk assessments which are approved by the Headteacher and governing body as necessary.
- Sufficient adults according to the adult-child ratio required for different year groups to ensure the children's safety when out of school.

Review Date: Autumn 2017

Appendix 1

Redlands Primary School **Health & Safety Levels of Responsibility**

Level 1 Managers	All Staff This level refers to all staff who have responsibility for reporting any Health & Safety hazards to the appropriate person.
Level 2 Managers	This level refers to school staff who have delegated authority to carry out risk assessments and/or accident investigations. (This may be staff who are first line supervisors and/or responsible for an area within a school.)
Level 3 Managers	Staff who have delegated authority to carry out health and safety functions. In larger schools this may refer to the Deputy Head or senior members of staff. In smaller schools Levels 2 & 3 could be combined.
Level 4 Managers	The Headteacher and the Governing Body have this level of responsibility, although the authority to carry out the relevant health and safety duties may have been delegated to other staff.
Level 5 Managers	For Community Schools – the Chief Executive and Corporate Directors. (For other schools it may be the Governing Body.)

