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HEALTH, SAFETY AND WELL BEING POLICY FOR RAVENSWOOD COMMUNITY PRIMARY SCHOOL

This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy which have been written by Suffolk County Council and by the Education Department. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Ravenswood Community Primary School.

General Guidelines

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

1. Establish and maintain a safe and healthy environment throughout the school.
2. Establish and maintain safe working procedures among staff and pupils.
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
4. 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.
5. Maintain all areas under the control of the Governors and Senior Deputy Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk.
6. Formulate effective procedures for use in case of fire and for evacuating the school premises.
7. Lay down procedures to be followed in case of accident.
8. Teach safety as part of pupils' duties where appropriate.
9. Provide and maintain adequate welfare facilities and to make recommendations to the Suffolk Authority as appropriate (See safeguarding policy).
10. There is regular, effective communication to inform staff, pupils and other stakeholders of health and safety matters, and effective mechanisms that allow for the reporting to the Senior Deputy Headteacher any concerns relating to health, safety, welfare and hazardous issues.
11. In addition to the information given to staff and pupils, all contractors and visitors will be made aware of the general policy at the earliest opportunity, and will be informed of any specific requirements before commencing activities.
12. This policy will be kept up to date to take account of changes. To ensure this, the policy and the way that it has been implemented will be reviewed every year.

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Responsibility of the Governors and Headteacher (delegated to the Senior Deputy Headteacher)

The *Governors and Headteacher (delegated to the Senior Deputy Headteacher)* are responsible for implementing this policy within the school (The Organisational Responsibilities are outlined in Appendix 1).

In particular they will:

1. Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis.
 2. Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (at least once a term) to take place and for the results of these to be recorded in the Fire Log Book.
 3. Make arrangements to draw the attention of all staff employed, pupils and other users at the school, to the safety policies and procedures and of any relevant safety guidelines and information issued by the Authority.
 4. Make arrangements for the implementation of the Authority's accident/incident reporting procedure and draw this to the attention of all staff at the school as necessary.
 5. Ensure that regular safety inspections are undertaken. A Health & Safety team (taken from the Premises Committee) will inspect all school premises and property once a term. Annual inspections will also be carried out by Safety Boss.
 6. Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team.
 7. Report to the Suffolk County Council Property Department any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
- N.B. The Governing Body will deal with all aspects of maintenance which are under their control. Report to the Director of Children and Young Peoples Services any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them.
8. Monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the Suffolk County Council Property Department), hirers and other organisations present on site, as far as is reasonably practicable.
 9. If any member of staff has direct responsibility for particular safety matters for such delegated responsibility must be defined as appropriate.

Duties of the Premises Committee to Assist in the Management of Health and Safety

The Premises Committee, shall:

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1. Assist the Senior Deputy Headteacher in the implementation, monitoring and development of the safety policy within the school.
2. Monitor general advice on safety matters given by the Authority and other relevant bodies.
3. Monitor arrangements for the design and implementation of safe working practices within the school.
4. Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action.
5. Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Senior Deputy Headteacher.
6. Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified.
7. Ensure that staff with control of resources (both financial and other) give due regard to safety.
8. Ensure that arrangements are made for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters.

Responsibilities of Staff towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. Exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally. Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap.
3. Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards.
4. Provide written job instructions, warning notices and signs as appropriate.
5. Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required.
6. Minimise the occasions when an individual is required to work in isolation.
7. Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements.
8. Provide the opportunity for discussion of health and safety arrangements.

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9. Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action.
10. Provide for adequate instruction, information and training in safe working methods and recommend suitable "off the job" training.
11. Where private hire vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used.

N.B. 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 Senior Deputy Headteacher (or Headteacher/ Deputy Headteacher in the Senior Deputy Headteacher's absence).

12. Teaching staff are not permitted to use vehicles in their charge to transport children unless they have the appropriate insurance and their driving documentation has been copied. Copies are to be held in the office.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work.
2. Co-operate with the Director of Children and Young Peoples Services and others in meeting statutory requirements. Not interfere with or misuse anything provided in the interests of health, safety and welfare.
3. Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Senior Deputy Headteacher.
4. Ensure that tools and equipment are in good condition and report any defects to the Senior Deputy Headteacher.
5. Use protective clothing and safety equipment provided and ensure that these are kept in good condition.
6. Ensure that offices, general accommodation and hire vehicles are kept tidy
7. Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Senior Deputy Headteacher and recorded as appropriate.

Whenever an employee is aware of any possible deficiencies in health and safety arrangements she/he must draw these to the attention of the Senior Deputy Headteacher. They should also record their concern in the Hazard book that is located in the office.

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Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at induction.
2. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards;
3. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
 2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
 3. not bring into school any items liable to be considered dangerous. If it is thought that a child has brought onto the premises something that could be construed as dangerous any member of staff has the right to search them and confiscate the item. In the first instance the pupil will be asked to hand over the item but if they fail to do so the pupil should be taken into the Senior Deputy Headteacher's office by two members of staff (preferably of the same sex as the pupil) and searched (as per Schoolsafe training). Outer garments (pockets in coats) etc only. Parents will be notified before the search begins and may come to the school to carry it out themselves.
 4. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
 5. use and not wilfully misuse, neglect or interfere with things provided for safety purposes.
- N.B. The Governors and Senior Deputy Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

The Governors and Senior Deputy Headteacher must ensure that:

1. The means of access and egress are safe for use, and that all plant and equipment made available to and utilised by users is safe. If the Senior Deputy Headteacher knows of any hazard associated with the above, she/he should take action to make users aware of it;

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2. Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
3. Users of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
4. Users of any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
5. Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the users or his staff.

Fire and Emergency Evacuation Procedures

1. The school's procedures for fire and emergency evacuation are appended.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.

Fire Safety Checks

Fire safety checks are carried out on a regular basis by the Premises Committee in accordance with the guidelines laid down by Safety Boss in the report dated March 2012.

ACTION IN THE EVENT OF A FIRE

- If you notice a fire you should immediately raise the alarm by sounding the nearest available fire alarm
- On hearing the alarm you should immediately leave the building by the quickest route, closing doors as you leave
- On leaving the building you should assemble on the upper playground, next to the field, at the rear of the school

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

1. General First Aid Procedures are outlined in Appendix 2
2. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

Administering Medicines in School

The school follows the procedures outlined by the Local Authority document:

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Supporting Pupils with Medical Needs and Administering Medicines in School (see details of guidance in the office and staffroom)

Child Protection

- 1 The Senior Designated Person and, in her absence, the Deputy Designated Person is responsible for Child Protection in the school.
- 2 Any member of staff who suspects that a child may be a victim of abuse must follow the guidelines set out in the School's Child Protection Policy.

School Security

- 1 While it is difficult to make the school site totally secure, we do all we can to control access.
- 2 All visitors must report to reception which is clearly signed.
- 3 All visitors must sign in and out of the premises.
- 4 Members of staff should challenge any visitor on site who they believe should not be on site.

Emergency Closure

If there are adverse weather conditions, heating problems, floods etc. the following criteria are used:

- 1 Can Staff get to school safely?
- 2 Will the children get to school safely?
- 3 Can we provide a school meal?
- 4 Will the children get home in the evening?
- 5 Are the conditions in school warm and comfortable?

If the answer to any of the above is doubtful it is the responsibility of the Headteacher to make the decision to close the school. In the event of a closure the Headteacher must communicate this fact to the 'Emergency Zone Officer'

If there is prior warning of weather conditions, the Headteacher should consult with the of The Academy in the first instance to see whether that school is going to be open or closed. It was decided at a Headteacher's cluster meeting that the primary schools feeding into The Academy, of which we are one, would follow the lead of that school.

In the event of a school closure, there is a communication pyramid in place, but in the morning staff, parents and children need to listen to BBC Radio Suffolk for announcements. If you hear nothing then assume the school is open. The information will also be posted to parents via Parentmail and the school's website.

This policy will be reviewed every year and discussed at a meeting of the staff

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Appendix 1: ORGANISATION

The head teacher has **responsibility** for day-to-day management of health and safety issues and is known as the **Local Health and Safety Coordinator**.

All staff should have regard to their own **H & S** and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that hazards can be dealt with quickly.

Individual members of staff are responsible for the particular areas as follows: Task	Name of person responsible	Job title of person responsible
H&S Policy review	Karen Mills Katrina Chisholm Premises Committee	Headteacher Senior Deputy Headteacher
Communication and information management	Katrina Chisholm	Senior Deputy Headteacher
Critical Incident Management	Karen Mills	Headteacher
H&S Induction Training	SLT members	Line Managers
Personal safety procedures (also Schoolsafe)	Di Green	Senior Designated Lead
Planned checks (procedures)	Brian Hunt	Premises Committee
Planned checks (equipment)	Brian Hunt	Premises Committee
Planned checks (premises)	Brian Hunt	Premises Committee
Incident reporting/investigation	Katrina Chisholm	Senior Deputy Headteacher
Coordination of risk assessment work	Di Green Katrina Chisholm	Senior Designated Lead Senior Deputy Headteacher
Fire procedures including personal emergency evacuation plans	Karen Mills	Headteacher
Locally organised premises maintenance, repair and improvement	Katrina Chisholm	Senior Deputy Headteacher
First Aid (training and equipment)	Amie Howard	Office Manager
Vehicle control and pedestrian safety	Karen Mills	Headteacher
Educational visits coordinator (EVC)	Carol Cook Susie Cook	Office Administrator Deputy Headteacher
Stress and well being	Karen Mills	Headteacher
Child Protection Co-ordinator	Di Green	Senior Designated Lead
Supporting pupils with medical needs	Katrina Chisholm	Staff trained in First Aid
Premises Security	Les Grigg	Caretaker
Contractors on site	Les Grigg	Caretaker
Outside lettings	Amie Howard	Office Manager