



HEALTH, SAFETY AND WELFARE POLICY

1 Introduction

- 1.1 The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. The Governing Body in producing this Health and Safety Policy has adopted the Education Authority's Health and Safety manual. This school's Health and Safety Policy builds upon that manual to extend and detail the school's organisational arrangements for health, safety and welfare.
- 1.2 We aim to provide a safe, secure and pleasant working environment for everyone. The Governing Body, along with the LEA, takes responsibility for protecting the Health and Safety of all children and members of staff.

2 General Statement

- 2.1 The Governing Body is responsible for the overall School's Health and Safety Policy and it is the aim of the Policy to work within the information, procedures and codes of practice contained in the Education and Arts Safety Manual.
- 2.2 The headteacher is directly responsible for the planning and implementation of the policy and also for ensuring that teachers and other employees carry out their duties and co-operate with the Policy. The Headteacher will ensure arrangements are made to bring the Policy to the notice of all staff including new employees, supply teachers and pupils, where appropriate. The relevant sections will also be shown to any visitors and contractors.
- 2.3 The Governors recognise the need to consult staff on Health and Safety matters and the need to consult individuals before allocating specific Health and Safety functions. These are: -
 - To ensure that all reasonable practical steps are taken to ensure the health, safety and welfare of all persons using the premises;
 - To use the services of Occupational Health and to manage any work-related stress
 - To ensure manual handling training is kept up to date and systems are in place
 - There is a slips and trips risk assessment and all staff should be aware of procedures
 - To ensure that all reasonable safety arrangements are in place for any on-site vehicle movements
 - There is a risk assessment for the control of hazardous substances
 - Maintenance (and, where necessary examination and testing) of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety
 - To establish and maintain a safe and healthy environment throughout school;
 - To establish and maintain safe working procedures among staff and pupils;
 - To provide plant, equipment and systems of work which are safe and without risk to health;

- To make arrangements for ensuring, so far as is reasonably practicable and without risk to health, the handling, storage and transportation of articles and substances;
- To ensure the provision of sufficient information, instruction and supervision to enable all people working on site and pupils, to avoid hazards, to contribute to Health and Safety and to ensure they have access to Health and Safety training;
- To promote the development and maintenance of sound safety, health and welfare practices;
- To maintain a safe and healthy place of work and safe access and egress from the premises;
- To formulate effective procedures for use in case of fire and other emergencies and procedures for evacuating the school premises;
- To make arrangements within the school for the reporting of accidents to comply with reporting of injuries, diseases, accidents and dangerous regulations, 1985, as detailed in the Education Authority Health and Safety Manual;
- To provide and maintain adequate welfare facilities.

3 The School Curriculum

- 3.1 We teach the children about Health and Safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in the geography curriculum in Key Stage 1 the unit of work, 'People who help us' deals with the work of the police and fire service. Through this topic we teach children about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.
- 3.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 3.3 Health and Safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and the Sex Education Policy.)
- 3.4 Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship.
- 3.5 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

4 School meals

- 4.1 Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.
- 4.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.
- 4.3 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

5 School Uniform

- 5.1 It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organized event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.

- 5.2 We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.
- 5.3 It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- 5.4 We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent.
- 5.5 We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves. It is requested that children with long hair ensure that their hair is tied back at all times to reduce the risk of accidents and headlice infection. We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.
- 5.6 On grounds of Health and Safety we do not allow children to wear jewellery in our school. The exception to this rule is ear-ring studs in pierced ears. We ask children either to remove these during PE and games or to cover them with a plaster. The wearing of headscarves during PE is also permitted and there are bonnet caps available for purchase in the school office.

6 Child Protection

- 6.1 There is a named person responsible for Child Protection in the school. This is the headteacher, Mrs Mya Bradbury..
- 6.2 If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.
- 6.3 The school's named Child Protection officer works closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.
- 6.4 We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

7 School Security

- 7.1 While it is difficult to make the school site totally secure, we do all we can to ensure that the school is a safe environment for all who work or learn here.
- 7.2 We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area.
- 7.3 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

8 Safety of children

- 8.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, he/she should draw them to the attention of the headteacher before the activity takes place.

- 8.2 We do not take any child off the school site without the prior permission of the parent.
- 8.3 If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the main school office. The following staff at the school have been trained in first aid:
Mrs Joanne Taberner, Mrs Karen Ward, Miss Louise McGuire, Mrs. Anna Wood and Mrs Jasu Patel.
- 8.4 Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school admin will telephone for emergency assistance.
- 8.5 We record all incidents involving injury in the school logbook, and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.

9 Seat belts

- 9.1 We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

10 Theft or other criminal acts

- 10.1 The teacher or headteacher will investigate any incidents of theft involving children.
- 10.2 If there are serious incidents of theft from the school site, the headteacher will inform the police and record the incident in the incident book.
- 10.3 Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

11 Monitoring and review

- 11.1 The Governing Body has a named governor with responsibility for Health and Safety matters. It is this governor's responsibility to keep the Governing Body informed of new regulations regarding Health and Safety, and to ensure that the school regularly reviews its processes and procedures with regard to Health and Safety matters. The governor in question also liaises with the LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA.
- 11.2 The Governing Body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.
- 11.3 The headteacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.
- 11.4 The headteacher reports to Governors annually on Health and Safety issues.
- 11.5 This policy will be reviewed at any time at the request of the Governors, or at least once every two years.

Signed:

Dated: