



Health & Safety Policy

The Governing Body and the Headteacher recognise the importance of providing a safe environment for staff, pupils and visitors alike.

In order to ensure that existing high standards are achieved, all employees must be familiar with the relevant health & safety policy statements and fully support the Headteacher and/or his nominated representative in maintaining those standards.

INDIVIDUAL RESPONSIBILITY

All members of staff have a duty of care to help maintain a safe working environment.

The Health & Safety at Work Act, 1974 dictates our legal obligations;

- Take appropriate care of your own health and safety and that of those around you, whose welfare could be affected by your failure to act in a safe and proper manner.
- Ensure, within reasonable practice, that their classroom or work area is safe.
- Do not interfere or misuse any equipment or resources that are provided to ensure your health, safety and/or welfare. Equipment should only ever be used for its intended purpose.
- When using equipment in the workplace, follow training guidelines and act according to instructions - this also applies to dealing with hazardous substances, accessing means of transport and utilising safety devices.
- Always adhere to and co-operate fully with the risk assessment advice put in place by those members of staff and/or safety advisors who have responsibility for managing hazard control measures in the workplace.
- Inform the appropriate member of staff and/or safety advisor, at the earliest opportunity, of any situation or event that presents an imminent risk to you, a colleague, a visitor or a member of the public.
- Report failings in existing health and safety arrangements to the Site Manager, even when no immediate danger exists.
- In the event of a fire or emergency situation, all members of staff are responsible for checking the **immediate** area in which they are working - if safe to do so.

GOVERNING BODY & LEADERSHIP RESPONSIBILITY

Members of the school Governing Body and the Leadership Team must ensure that appropriate health and safety policies and procedures are implemented to safeguard the welfare of the staff for which they are responsible.

The Leadership Team has a responsibility to ensure that:

1. Specific risk assessments are carried out, and regular health and safety monitoring reviews take place.
2. Health and safety issues maintain a high profile within the workplace.
3. New employees are briefed with regards to health and safety information, as part of their initial induction.
4. Health and safety duties are delegated to members of staff in a clear and appropriate manner, ensuring they are fully aware of their roles and responsibilities. Members of the Premises committee carry out an annual detailed inspection of the site: safe places.
5. Any member of staff found to be acting inappropriately and/or failing to comply with designated health and safety practice is challenged accordingly.
6. Staff members are consulted as to their ongoing health and safety needs, these needs are regularly assessed and training opportunities are routinely offered.
7. The level of overall risk in school is continually assessed and an adequate number of trained staff exists to provide First Aid cover, ensuring that update training takes place as and when required in order to maintain that quota.
8. Minor incidents and/or accidents are recorded in the accident book, or other designated reporting system.
9. Serious incidents and/or accidents resulting in injury to staff or pupils for whom they are responsible are reported immediately to **LBRuT** (local authority) by way of an *Accident Report Form* using the officially communicated reporting system.
10. Defective equipment, machinery or tools are labelled as such, taken out of service and reported to the Site Manager or relevant contractor.
11. The Governing Body is updated regularly in respect of health and safety compliance.
12. Adequate resources are readily available in order to comply with all existing policies and procedures.

SITE MANAGER RESPONSIBILITY

Responsibility for the day to day health and safety management of the school has been delegated to the Site Manager, with particular regard to matters relating to premises and building maintenance - as dictated by the local authority's (**LBRuT**) Health & Safety Policy and in reference to the [Safer People and Safer Places risk registers. Updated January 2016](#)

Premises Security

- To ensure appropriate measures are in place to secure the premises, prevent unauthorised access and deter vandalism - where such is likely to cause risk to the health and safety of the premises' occupants.

Visitors to the site

All visitors to the site are required to sign in and out at Reception before entering the school building and to sign out on leaving the premises.

Building Maintenance

- To ensure that minor repairs are carried out and defects remedied at the earliest opportunity, initially assess, follow up and prioritise other issues that may require further or more specialised action.

Hazards in the Workplace

- Identify actual or potential hazards and take action to make the situation safe, liaising with the local authority (**LBRuT**) Health & Safety Unit as and when appropriate and initiating remedial action.
- Advise contractors working on-site of any known hazards - communicating the clear expectation that school safety policy be followed at all times.

The use of **hazardous chemicals** is kept to an absolute minimum.

Those used by cleaning contract staff are stored securely and clearly labelled in a locked (high bolted) utility room, according to the appropriate COSHH guidelines.

Those used by the kitchen/catering staff are stored securely, clearly labelled and locked in a safe-store cupboard, according to the appropriate COSHH guidelines.

Those used by the Site Manager are stored externally - away from the main building - in a secure store room, according to the appropriate COSHH guidelines.

Electrical Safety

PAT testing takes place on an annual basis, in accordance with the local authority (**LBRuT**) policy, most commonly during the summer break. [Last checked September 2015](#)

The Site Manager will carry out visual checks on electrical equipment, wiring and power sources as part of his regular housekeeping routine.

Asbestos

Ensure that the asbestos survey and associated risk assessment is

- up to date
- reviewed regularly
- available to all staff and contractors

Any deterioration or discrepancy must be reported to the local authority (**LBRuT**) Health & Safety Unit immediately.

Asbestos survey report (July 2015)

There is virtually no asbestos on the site. The tiny amounts there require no action. There is a very small amount of chrysotile on a gasket (in good condition): Risk code E

Two asbestos registers are complete and up-to-date: one for each site.

Any contractor who is engaged in work on the site is made aware of this at the time that they enter the premises.

Building Works

Act as point of contact and liaison officer for contracted workers.

- Ensure that all necessary precautionary measures are taken to segregate the work taking place from the occupants of the building, and safeguard the welfare of all concerned.
- Adequately brief / inform the occupants of the building of the proposed work, taking into account the potential impact any changes to scheduled activities may have on their health and safety.
- Ensure the ongoing monitoring of the above mentioned precautionary measures, and notify the both the Headteacher and supervisor in charge of any health and safety concerns.
- Maintain effective lines of communication throughout.
- Record unsatisfactory or incomplete work, notifying both the Headteacher and supervisor in charge.

Fire Safety & Evacuation

- Maintain and update the Fire Safety Risk Assessment file - to include all fire drills, the maintenance of firefighting equipment, fire alarms and any associated remedial work.
- Carry out half termly fire drills (activate the fire alarm) in order to reinforce best practice and safeguard the wellbeing of staff, pupils and visitors - check fire alarms on a weekly basis.
- Maintain clear access routes for contractors and the emergency services, regularly check fire escapes for any potential hazards and/or obstructions, work with the cleaning and catering staff to prevent potentially combustible materials from being stored in unsuitable locations and ensure the clear communication (display) of evacuation routes and assembly points.
- Liaise with the school administration staff and designated fire marshals in order to effectively manage the safe evacuation of staff, pupils and visitors in the event of an emergency situation, according to the school's Critical Incident Policy. [Updated January 2016](#)

Annual reviews are conducted by the Deputy Headteacher, the School Business Manager and the Site Manager.

Cyclical assessments are carried out by a designated contractor to assess all issues relating to fire risk. A dated log of the checks undertaken is kept for both sites.

The Fire & Evacuation Policy was updated in 2014, to include a one page hand out for visitors.

An excellent, clear, well thought through policy exists to outline clear procedures to be taken in the event of a fire.

Provision is made for those with special educational needs and/or disability issues.

OFF-SITE TRIPS & EDUCATIONAL VISITS

Prior to an activity taking place, an appropriate risk assessment must be carried out.

Parental consent for trips and visits in Years YR to Y6 is obtained via the school's General Consent for Educational Trips & Visits form, with additional information communicated in advance of each activity and as when it happens.

This consent, although completed at the point of admission and valid for the duration of the child's time at school, can be rescinded by parents/carers at any point.

Strict adult to child ratios are adhered to, as shown below:

Category A Visits			
Key Stage	Year Groups	Age Range	Minimum Ratio
Foundation	Reception	4 - 5	1:5
KS1	Years 1 and 2	5 - 7	1:6
KS2	Years 3, 4, 5, 6	7 - 11	1:15
Category B Visits			
Key Stage	Year Groups	Age Range	Minimum Ratio
Foundation	Reception	4 - 5	1:6
KS1	Years 1 and 2	5 - 7	1:10
KS2	Years 3, 4, 5, 6	7 - 11	1:15

The names and contact numbers of all accompanying adults and the names of children in their groups are recorded in a Check List for Educational Visits form - this is distributed amongst the group and a copy given to the school office. This also serves to outline behaviour expectations, advice on minimising risk, safeguarding protocol and the schedule for the day.

Pupils with medication in school have their medical boxes with them at all times, in the care of the designated first aider. This also applies to off-site sporting activities, local or otherwise.

The group leader - in most instances the class teacher - is responsible for clearly communicating to their accompanying adults the action to take in the event of an emergency whilst off-site, in accordance with the school's Critical Incident Policy.

HEALTHCARE & MEDICATION IN SCHOOL

Pupils requiring ongoing medication in school (asthma inhalers, epipens etc) must have their needs assessed and their personal requirements recorded via an Individual Healthcare Plan.

Parents/carers must provide detailed information relating to their child's condition, their day to day medical needs, symptoms and any other associated factors.

The details of all named children (those requiring medication in school) are logged in a secure format, with the information necessary to ensure their day to day safety and well-being then communicated to the administration, teaching, support and catering staff (if applicable).

The required medication and a copy of the child's healthcare plan are stored securely in a named container in the teacher's cupboard of their respective classroom - the administration of which is also recorded.

Pupils with specific dietary needs and/or food allergies have their needs assessed in exactly the same way, with additional 'at a glance' visual alerts also created for the catering staff.

Ad-hoc prescribed (short term) medication can also be administered upon completion of the appropriate consent.