

## Health and Safety Policy

### Policy Statement

This policy has been produced in accordance with guidelines received from the Local Authority as required by the Health & Safety, etc. Act 1974, The Managements of Safety at Work Regulations 1992 and any other health and safety legislation and codes of practice. This policy will be reviewed at least once a year and will be amended as necessary in light of changing situations within the Local Education Authority and as a result of monitoring and new legislation. This policy covers staff, pupils, visitors and other users of the premises. All staff, teaching and non-teaching, will be made aware of this policy and their responsibilities detailed therein. The Proprietors will regularly review all aspects of Health & Safety within the school.

The Management Team of the School and the Proprietors are committed to ensuring the Health and Safety of everybody involved in the school. We aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school trips.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe school buildings and safe equipment for use in school.
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in school.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.

### Roles and Responsibilities

The **Proprietors** have ultimate control of the school. They will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Take steps to ensure plant, equipment and systems of work are safe.
- Ensure that the school provides adequate training, information, instruction, induction and supervision to enable everyone in the school to be safe.
- Maintain the premises in a condition that is safe and without significant risk.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff & pupils.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for the day to day running of the school. He/She will:

- Promote a positive, open health and safety culture in school.
- Report to Proprietors on key health and safety issues.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy.
- Devise and implement safety procedures.
- Ensure that risk assessments are reviewed on an annual basis.
- Ensure relevant staff have access to appropriate training.
- Meet with the Proprietors every week to ensure any building/grounds issues are dealt with in a timely manner.

**Senior Management** within the school will support the Head Teacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually.
- Deal with any hazardous practices, equipment or building issues and report to the head teacher if they remain unresolved.
- Provide a good example, guidance and support to staff on health and safety issues.
- Carry out a health and safety induction for all staff and keep records of that induction.
- Keep up to date with new developments in Health and Safety issues for schools.
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise.
- Ensure any contractors on site are competent in health and safety matters.

The **Health and Safety Officer** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in school to the senior management team immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the playground.
- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm.
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working.

- Fully co-operate with health and safety arrangements during larger building projects.

**All School Staff will:**

- Read the Health and Safety Policy.
- Comply with the School's health and safety arrangements.
- Take reasonable care of their own and other people's health and safety.
- Leave the classroom / playground / office in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Supervise pupils and advise them on how to use equipment safely.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Follow the accident reporting procedure (which is a separate document).
- Contribute to and highlight any gaps in the school's risk assessments.

In accordance with the school rules and procedures on discipline, **Pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow health and safety rules during Science experiments and practicals.
- Follow safety instructions of teaching and support staff, especially in an emergency.
- Follow all instructions given by staff during fire drills and evacuations.

**Administration of Medicines**

- Medication is only administered to pupils when parental consent has been given.
- The medicine will be administered by the First Aider and appropriate records kept.
- Medicines are only administered during school time when they have been prescribed by a child's GP or other relevant medical professional
- Medicines are kept in a locked cupboard in the school office.
- The only exceptions to this is asthma medication and children are allowed to carry this with them during PE lessons.
- The doses administered during the school day are to be kept to the minimum, e.g. a course of antibiotics requiring four doses a day - only one dose (lunchtime) will normally need to be administered at school.
- During COVID staff to administer medication using relevant PPE (mask and gloves).

## Control of Hazardous Substances

- The use of hazardous substances in school will be kept to a minimum
- The Health and Safety Officer (with appropriate support from Science teachers) will complete a COSHH risk assessment for all hazardous substances used on site.
- The associated procedures and control measures will be funded and enforced.

## Educational Visits

- All off site trips will be subject to a risk assessment prior to the visit.
- Ensure that a parental consent form has been completed.
- Make sure adequate supervision available.
- Emergency communication is available together with a contact list.
- Ensure competent and properly qualified leader for activity.
- At least one First Aider is available on any off site trip.
- Ensure transport/driver complies with safety legislation.
- No visits will take place during Covid unless necessary and then will need to be to Covid secure locations.

## Electrical Testing

- Records of all electrical equipment are kept.
- PAT testing of electrical equipment is done to comply with Electricity at Work Regulations.
- Termly visual inspection of electrical sockets is carried out by Health and Safety Officer.
- All items of portable electrical equipment in school are inspected and checked annually.

## Employee Health and Wellbeing

- Comply with the requirements of the safety policy and any other safety legislation.
- Take reasonable care for the health and safety of themselves and of other people who may be affected by his/her actions or omissions at work.
- Ensure health and safety regulations, rules, routines and procedures are being applied.
- Ensure that others over whom they have charge use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- Report any defects they observe to the Health & Safety Officer.
- Staff will be given additional training to prepare them for the additional pressures of online teaching as a result of self isolation or closure due to Covid.

## Fire Safety & Evacuation of the Building

- Fire exits have appropriate signage.
- Fire procedures have been placed in all classrooms and around the building.
- A fire drill is practised and documented once every half term by the Fire Officer.
- Fire drill whilst classes are in bubbles due to Covid will be conducted one class at a time as opposed to the whole school.
- Evacuation times and any issues which arise are reported to the Proprietors.
- Fire extinguishers are checked annually by the Fire Officer.
- A separate fire safety policy and risk assessment has been produced.

## First Aid Provision

- The school has carried out a first aid risk assessment to ascertain the required number of first aiders and the location / number of first aid kits.
- Portable first aid kits are taken on educational visits.
- If the risk assessment dictates that it is necessary, a qualified first aider will be present on the trip.
- First Aid Room is designated as the isolation room for children displaying Covid symptoms. Regular First Aid to be administered from the office.

## Manual Handling

- Pupils and staff must only lift equipment and furniture within their own individual capability.

## Playground Supervision

- Appropriate levels of supervision will be maintained in the playground as two members of staff are on duty on every break.

## Risk Assessment

- The school maintains a comprehensive set of risk assessments that cover curriculum-based activities in school; school visits and the running of the school building and grounds.
- They are all available from the Head Teacher.
- The management team will take steps to ensure that appropriate staff are aware of the risk assessments appropriate to their role and will monitor compliance with control measures specified in the risk assessments.
- All risk assessments are reviewed on an annual basis (except risk assessments for school trips which should be reviewed each time the trip takes place).
- Risk Assessment is in place due to Covid. A one-way system is implemented in the corridors, communal areas are cleaned by the cleaner throughout the day, each class is a bubble to minimise contact.

### **Slips Trips and Falls on the Level**

- The potential for slips trips and falls in school has been risk assessed and appropriate controls have been put in place.
- This includes working procedures for mopping floors, non-slip floor mats in ablution area and regular hazard spotting inspections.

### **Snow and Ice**

- Staff will arrive at school early and ensure all entrances to the building are clear of snow including Dorset Street. School staff will strive to keep the school open during snowy and icy conditions.
- If it becomes impossible to keep these routes clear the head teacher is informed immediately and this information contributes to any decision to close the school.

### **Supervision of Pupils**

- Sensible, safe behaviour will be promoted to pupils by all members of staff.
- Dangerous or risky behaviour displayed by pupils will be addressed and dealt within the school rules.
- Pupils will only be allowed into or stay in classrooms under adult supervision
- Appropriate supervision of cloakrooms and toilet access will be in place at busy times.

### **Training**

- Health and Safety Training needs are assessed as part of individual's annual review.
- Training needs may also be identified as part of a risk assessment process.