

# **Health and Safety Policy**

## **Aim**

- To establish and maintain a safe and healthy school environment.

## **Objectives**

- To raise and maintain high levels of health and safety amongst staff, pupils and other site users and to encourage good practice.
- To take all reasonable precautions to protect people by reducing any and all risks, during school hours.
- To take prompt and appropriate action; this is in the event of a hazardous situation developing or an accident and emergency, whether occurring on or off the school site.

## **Responsibilities**

### **1. School governors**

- To monitor the allocation of funds based on suitable and sufficient "Risk Assessment".
- To have Health and Safety as a 'standing item' on the Agenda of all full Governors' meetings.
- To appoint a Governor with the responsibility for Health and Safety issues.
- The Health and Safety Governor, together with the Head teacher, to carry out a termly "Risk Assessment" of the school site.
- To document and action all Health and Safety concerns.

### **2. Head Teacher**

To take overall responsibility for the implementation and monitoring of the school's Health and Safety Policy by:

- Line managing the Senior Management Team;
- Allocating sufficient resources to meet health and safety priorities;
- Ensuring attendance on appropriate health and safety training courses;
- Liaising with the employer [OCC] over health and safety issues and the Health and Safety Trade Union Representatives;

- Ensuring good communications by including health and safety briefings in Staff bulletins and meetings;
- Overseeing the completion of the arrangements and “Risk Assessment” for all on and off site activities;
- Ensuring that appropriate health and safety is a criterion for performance management;
- Implement a system for the management of critical incidents;
- Ensure all employees and contractors are fully briefed on health and safety site issues;
- Ensure all relevant risk assessments are completed by the responsible staff member;
- Carry out Health and Safety Checks as per the Appendix below.

### **3. Caretaker**

- The Caretaker will be responsible for:
- ensuring that all defects in the buildings and grounds are notified to the head promptly
- undertaking regular checks of the fire alarm system and emergency lighting and recording the result in the Fire Log Book
- carrying out regular safety check of the school grounds
- any other duties identified by the Head and Governors

### **4. PA to the Head teacher**

is required to ensure that:

- All office “Risk Assessment” is completed and reviewed;
- Visitors are registered, wear a badge and are briefed on the emergency procedures;
- Hazard reporting and maintenance documentation is auctioned;
- Accident and physical and verbal abuse documentation is completed and submitted to the health and safety team;
- All appropriate “Risk Assessment”, guidance and hiring documentation is completed for community use of the school site;
- All community users are registered and made aware of emergency procedures;
- Adequate trained first aid cover is available for on and off site activities (see section on Visits);
- Periodic checks are made with regards to first aid arrangements, required equipment and first aid boxes;

- Accurate records are maintained for all equipment and resources.

## **5. Head Teacher and caretaker**

- Organise the planned programmed maintenance of the entire site including equipment utilised therein;
- Arrange for the annual electrical testing programme;
- Purchase and maintain all equipment and resources to U.K. and EU prescribed standards;
- Carry out monthly water temperature tests and maintain the Water Hygiene Folder.

## **6. Head teacher, heads of subject areas**

- To carry out Risk Assessment and keep documentation as appropriate especially in Art, Design & Technology, ICT, Science, PE and off-site activities;
- Ensure all hazardous equipment and materials are appropriately marked, assessed, maintained and used by a competent, trained individual;
- Ensure that pupils are aware of health and safety issues and that these are being continually reinforced and implemented.

## **7. All employees**

It is a requirement of the Health and Safety at Work Act 1974 that all staff should be familiar with the health and safety arrangements in place and should comply with them. All staff will therefore have access to this document and will be expected to comply with the procedures it contains at all times. As part of their induction new staff will be issued with a Health & Safety handbook.

All employees should:

- Co-operate with Health and Safety requirements.
- Report all defects to the Head teacher, caretaker or relevant Health and Safety coordinator.
- Complete and action "Risk Assessment" for all potentially hazardous materials, on and off site.
- Use, but not misuse materials provided for your health, safety and welfare.
- Do not undertake acts deemed unsafe or those which do not comply with Health and Safety protocols.
- Inform the Head teacher of any accidents immediately.
- Be familiar with the emergency action plan for Fire and First Aid.

- Raise health, safety and environmental issues with pupils and ensure it is embedded within the curriculum to encourage good practice at all levels.

## **8. Visitors and contractors**

- Report to the School Office on arrival;
- Sign the 'Visitors' Book';
- Read and sign relevant paperwork pertaining to the health and safety procedures for visitors;
- Contractors will be informed of hazards related to this school,
- Wear a 'Visitor' badge whilst on site at all times;
- Follow evacuation procedure in the event of an emergency.

## **9. Pupils**

- Listen to instructions
- Behave in a way that does not put your health and safety at risk.
- Observe standards of dress consistent with good health and are fully aware of the importance of complying with health and safety and hygiene practices.
- Follow all safety rules including the instructions of staff given in an emergency.
- Use, but not misuse, materials provided for their health, safety and welfare.

## **10. Premises safety**

- Hazard Book and Maintenance – A system or book should be used to record any hazard or potential hazard that may be identified in the establishment. Persons entering an item in the book may wish to inform the Health and Safety Representative as well. It is the responsibility of the Head teacher to respond to the hazard as soon as possible, even if the decision is not take any immediate action. [This is kept with the Health and Safety information file in the Staffroom].
- There should be regular reviews by the Head teacher of outstanding building maintenance works. Delegated maintenance item repairs will be based on a risk assessment, priorities set, and work undertaken to prescribed standards as per the appendix below.
- School Grounds – Picking up litter is a shared responsibility. Metal cans and glass bottles must be removed immediately.
- Play Equipment – Two adults at least, should be on duty during the morning and afternoon breaks.
- Playground equipment will be checked daily, especially in regard to safe surfaces and general repair.

- Safety Signs – The school will ensure that prescribed safety signs are displayed, including emergency points of contact and emergency exits.

## **11. Contractors**

- Contractors and Sub-Contractors on School Premises – The Head teacher should receive suitable and sufficient prior notification of any programmed building/electrical or other improvement/maintenance works from Contractors on site. For larger works, pre-site planning meetings are essential.
- Contractors and Sub-Contractors must report to the Head teacher as soon as they arrive on site. If their work involves any hazards to staff or other persons, then suitable arrangements must be made to protect them. Workers inside the building are required to sign-in at reception and wear appropriate identification.

## **12. Emergency procedures**

- First Aiders – The list of currently trained First Aiders to be displayed in clear view on the Staffroom Notice Board.
- First Aid equipment to be well stocked
- First Aid equipment located in the Staff Room and the Stock Cupboard. There are smaller First Aid Boxes to be placed in the Office, Hall and in designated safe places in each classroom.

## **13. Reporting injury**

- Accident Reporting – all accidents [including minor incidents], to staff and visitors must be reported in the accident report log and an raised by the relevant individual to their line manager.
- Accidents that result in the pupil being sent to a Doctor or Hospital must be reported on a separate form with notification given to parents or caregivers. Such incidents must be reported in the accident reporting log book.
- Regular fire evacuation practice to be instilled in all those attending the school with drills a regular occurrence as per the attached appendix.

## **14. Equipment safety**

- Standards – ‘Equipment and Maintenance’ – It is the policy of the school to purchase and maintain equipment as recognised by UK or EU standards including undertaking necessary inspections at appropriate intervals.

- Electrical Equipment – The electric equipment should only be used with close adult supervision. This includes electrical circuits, glue guns and electric sharpeners.

## **15. Personal health and safety**

- The school will make a suitable and sufficient Risk Assessment for all its activities where a significant risk is identified.
- Dedicated members of staff will take the necessary preventative and protective measures to adequately control risk.
- Members of staff are reminded that they must not stand on tables or chairs when putting up or taking down displays. There is a step ladder available for this purpose. It is recommended that teachers work together when putting up displays.
- Personal Property – Handbags etc. should be locked away. Money and valuables should not be left unattended. A lockable safe is available to permanent members of staff. Responsibility for personal items rests with each individual member of staff.
- Cash on the premises should be kept out of sight and sent up to the office as soon as possible. In the office, cash should be locked away immediately.
- Valuable Equipment – New electrical and valuable equipment should be security marked and added to the inventory.
- Contingency arrangements for Persons with Special Needs – The individual child's special needs will be assessed and any appropriate action taken to ensure their health, safety and welfare are monitored throughout the school day.
- Children's Safety – Children must never be left unsupervised in the classroom. In an emergency, please send two children to the office to bring an adult to the classroom, rather than leaving the children without an adult in the room.
- Smoking on Educational Premises – This school does not permit smoking on its premises. This rule applies to all persons on the whole of the school site.
- Violence towards staff – The school does not tolerate any form of violence towards staff, be it physical, verbal or psychological, and any such incidents are to be immediately reported to the Head teacher and dealt with appropriately.
- The school will undertake to identify employees who need to move loads as part of their work. The school will take any appropriate steps after undertaking a risk assessment, will be taken. Training will be delivered where appropriate.

## **16. School trips**

Harmony Primary School recognises the value of the school visits that take place both during the academic year and during school holidays. We seek to provide education of high quality and we believe that educational visits play an important role in achieving this goal as part of a broad and balanced curriculum.

All visits are to be organised and led by experienced teachers. A strict set of guidelines is adhered to in their planning and conduct. An emergency contact telephone number is always made available to parents. All aspects of behaviour, conduct and supervision are underpinned by the Child Protection Policy that is adopted by the School and the legal requirements that shape it. The Head teacher must give final approval before the educational visit takes place.

The school requires that a risk assessment is completed for all off-site trips, this will be reviewed and confirmed or adjusted by a separate member of the SLT or the Headteacher is appropriate.

### **Broad guidelines**

For every educational visit, a group leader will be appointed to lead the accompanying staff group to ensure an appropriate level of supervision and expertise.

The group leader will be responsible for all aspects of the educational visit, although the group leader may delegate tasks to other members of staff or volunteers accompanying the trip.

The staff-to-pupil ratio should not only reflect the nature of the trip but also the ages of those pupils going.

The group leader will draft guidelines and ensure the code of conduct for the pupils taking part in the visit are clearly explained to them.

The group leader will organise the group effectively, preparing pupils including those with special learning and medical needs.

#### **The group leader must ensure that:**

- appropriate child protection procedures are in place. The risk assessment must include a statement that appropriate vetting checks (for example CRB checks for volunteers) have been carried out.
- appropriate risk assessments have been carried out.
- The expectations of acceptable pupils' behaviour are understood by pupils and staff.
- All necessary actions have been completed before the visit begins.

- Training needs have been assessed and met and the needs of staff and pupils considered.
- At least one member of staff is suitably competent to instruct the activity.
- Non-teaching supervisors on the visit are chosen on the basis of their abilities to supervise children.
- Ratio of supervisors to pupils is appropriate.
- Parents have signed the consent forms.
- Arrangements have been made for the medical and educational needs of all pupils on the educational visit.
- Adequate first-aid provision will be available.
- There is adequate and relevant insurance cover and that the insurance cover arrangements have been checked by the Bursar.
- The travel arrangements and timings are known.
- A school contact has been organised and all the accompanying staff have details.
- All those who need to, have names and contact details of everyone in the group, as well as full details of the arrangement all the staff on the visit and the school contact.
- The Head Teacher and Deputy Head teacher have a copy of the following:
  - ✓ the address and phone number of the visit's venue and a contact name;
  - ✓ a copy of the agreed emergency procedures;
  - ✓ the names of all the adults and pupils travelling in the group;
  - ✓ the contact details of parents and the teachers' and other supervisors' next of kin;
  - ✓ risk assessment documents;
  - ✓ a contingency plan for any delays including a late return home.

## Parents

For some visits, one or more parents' meetings may be held as the planning of the trip progresses. Regardless of whether a parents' meeting is held, parents will be sent details of the proposed trip, which should include the following:

- ✓ Dates, times and the proposed itinerary;
- ✓ Transport arrangements;
- ✓ Preparing pupils, including those with particular learning needs and medical needs;



- ✓ Cost and payment arrangements, including the payment of refundable or non-refundable deposits and details of extra costs, guidance on pocket money etc;
- ✓ Details of staffing: supervision including ratios and vetting checks (for example CRB checks for volunteers on overnight stays);
- ✓ Details of the code of conduct for pupils going on the trip;
- ✓ Details of any equipment, clothing etc. pupils need to take;
- ✓ Emergency procedures including contact details and permission for emergency medical treatment if the parents/guardians cannot be contacted;

All parents will be asked to sign a school Consent Form for (Educational Visit, Field Trip or Out of School Activity)

**All staff planning a day trip must take the following steps:**

- Submit initial proposal for the trip to the deputy Head teacher who will check feasibility of dates and submit to the Head teacher for initial approval. The proposal should cover the following areas:
  - Staffing: consider the number and suitability of staff required;
  - For hazardous activities a higher ratio will need to be considered;
  - Ensure the educational aims of the visit have been clearly identified;
  - Is the visit appropriate to the age of the pupils?
  - Are travel arrangements satisfactory?
  - Do the adults in the party have appropriate skills and qualifications for the visit?
  - A person who possesses sufficient technical knowledge, experience and skills to be able to carry out the specific tasks and prevent danger or injury arising during the course of the work or as a result of the work is among the group.

(NB It is very important that any potential cost to the school arising from trips is indicated and authorised in advance of the relevant financial year).

## Appendix

### Overview of checks to be carried out and by whom

<b>Area</b>	<b>Frequency</b>	<b>Responsible</b>	<b>Recorded</b>
Fire Alarm Panel	Daily	Caretaker	H&S Folder
Escape routes, passageways	Daily	Caretaker	Any remedial action noted in file
Test for Alarm	Weekly	Caretaker/Head teacher	H&S Folder
Fire alarm service	6 monthly	Head teacher	H&S Folder
Portable fire equipment check	Monthly	Caretaker	H&S Folder
Emergency lighting	Monthly	Caretaker	H&S Folder
Fire drill	At least once a term	Head teacher	H&S Folder
PAT Test	Annually	Head teacher	H&S Folder
Legionnaires	Annually	Head teacher	H&S Folder
Air conditioning units	Serviced annually	Head teacher	H&S Folder
Internal areas check list	Monthly	Caretaker	H&S Folder
First Aid boxes	Termly	School admin staff	H&S Folder
Display equipment survey	Annually	Head Teacher	Personnel Files