

Spinney Avenue Church of England Primary School



Health & Safety Policy

Approved: 2017

Review date: 2020

The health and safety of all employees and all other persons who use the school premises is a major concern for the school. The Interim Executive Board (IEB) recognises that achieving and maintaining high standards of safety requires that the school's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities. The Health and Safety at Work Act 1974 requires all staff, including supply staff and contractors working on the school premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's health and safety. 'Other persons' includes staff, pupils, and visitors to the school.

The school's Health and Safety Policy should accompany and compliment that of the LEA. In considering these various policies, it should be recognised that as a school, the LEA is the employer of the school's staff and retains overall responsibility for health and safety.

The School will:

- provide a safe and healthy working/teaching/learning environment in compliance with, or improving upon statutory requirements.
- maintain the cleanliness and state of repair of the building.
- provide safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils.
- provide safe equipment.
- manage and maintain the use of personal protective equipment.
- provide adequate information and training on Health and Safety at work and fire prevention and ensure that all employees, pupils, contractors, visitors and others follow the school safety procedures, e.g. Health and Safety notices will be displayed at the following points within the school: foyer, hall, office, notice boards, entrance areas, classrooms, corridors staff/community toilets.
- provide safe storage for dangerous materials and substances.
- provide adequate statutory first aid facilities.
- establish, practice and maintain effective emergency evacuation procedures.
- provide consultative measures to monitor and review the effectiveness of health and safety measures.
- carry out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence.
- liaise with the LEA, and Health and Safety Executive and other official bodies with the aim of improving all aspects of health and safety at work.

RESPONSIBILITIES

The IEB accepts the responsibilities stated in the LEA Health and Safety Policy:

- a). **The IEB** is responsible for ensuring that information is disseminated and for monitoring and reviewing the school's Health and Safety policy. The IEB acknowledges its legal duty to notify the LEA and the Health and Safety Executive of major accidents and dangerous occurrences. The IEB must ensure that a high standard of health and safety is maintained in the school - this implies financial commitment.
- b). **The Headteacher** is responsible for instigating an investigation and, where appropriate, authorising remedial work or action and reporting on a termly basis to the IEB. The Headteacher retains an overall responsibility for the implementation of the school's health and safety policy and as such is the school's Health and Safety Co-ordinator.

c). **The Health and Safety Co-ordinator** is responsible for the day to day co-ordination of the school's Health and Safety Policy which will include (the following responsibilities will be given/delegated to the site manager):

- regular inspections and risk assessments.
- liaising with contractors.
- initiating action on reported hazards and accidents.
- fire and emergency procedures.
- maintaining an accurate record of completed training on health and safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the school's agreed policy **prior** to the commencement of their duties.

d). The School's **First Aid Cover** is provided by:

Mrs Denise Middleton - Paediatric First Aid

Mrs Janette Crosbie - Paediatric First Aid

Mrs Lyndsey McGhee - Paediatric First Aid

Miss Emma Perkins - Paediatric & First Aid at Work

Miss Alice Chippendale - First Aid at Work

Miss Jill Lavery - First Aid at Work

Mrs Carol Ashcroft - First Aid at Work

Mrs Kerry Masters - Paediatric First Aid

e). **Staff having curriculum responsibilities** and those representing non-teaching, community staff or those who have buildings responsibilities will manage safety in those areas on a day to day basis.

f). **All staff** have a responsibility to:

- Check that areas and equipment are safe before commencing activity.
- Ensure safe procedures are followed and use protective equipment as required.
- Report hazards to Safety Rep.
- Encourage pupils and visitors to comply with the Health and Safety policy.

RISK ASSESSMENT

There are several aspects to risk assessment:

- Annual Health and Safety Audit to be undertaken by the Headteacher, Health and Safety Co-ordinator/Safety Rep responsible for Health and Safety.
- Termly Health and Safety Inspection of school premises to be undertaken by the Health and Safety Reps and /or Committee.
- Continuous identification of hazards and risks on a daily basis.
- Assessment of any substance or material introduced into the School and school site to ensure compliance with COSHH regulations.
- Assessment of any new activity or procedure introduced into the School.
- Testing of electrical equipment takes place annually
- Critical Incident Response. The critical incident policy is now to include the recommendation of the LEA that schools should have refuge areas where children and staff are safest in case of potential armed weapon threat.

The IEB will enable officers of the LA, or their agents, to carry out risk assessments in respect of landlord items.

PUPIL SUPERVISION

a) **Duty Supervision**

- At break times at least TWO members of staff will be on duty.

b) Pupils taking medicines - the guidance provided by the LA will be followed.

c) Areas of Special Risk

The school will follow any guidance issued by the LEA in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following areas/activities are recognised as potentially requiring additional attention in relation to management of health and safety and should all have their own safety codes:

- Technology
- Science.
- Art, P.E. and Drama.

d) Illness

In the case of pupils, parents are asked to provide an emergency contact number and to alert the school of any known health problems, e.g. diabetes, asthma etc. This record will be kept centrally in the office. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the Hospital.

e) School visits and 'off site' activities

The IEB will comply with the guidance the LA has issued on:

- Conduct of Outdoor Pursuits.
- the use of Mini-buses and coaches.
- Residential and trips abroad.

The Headteacher will submit to the IEB a report on the arrangements for the management of health and safety, and welfare of pupils on all or certain types of off-site activities prior to the activities taking place. Reports will detail:

- the transport arrangements
- the arrangements for supervision of pupils (including the staff/adult: pupil ratio)
- the arrangement for first aid cover
- Risk assessments are provided for all off site activities
- the level of qualified instruction and supervision that will be available for activities of special risk.

REPORTING, MONITORING AND REVIEWING SAFETY

The Headteacher and safety reps will meet each term. Any person on these premises has a duty to report, in the agreed manner, to the Headteacher or the appointed representative any item of concern relating to health and safety. The IEB will review this policy statement on an annual basis or more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the LEA. This policy has immediate effect from the date shown below:

SELF FINANCED PROJECTS

Contact the LA for advice re: insurance and legal considerations.

ENVIRONMENTAL PROTECTION ACT

Schools must comply with the Environmental Act 1990 and the associated Code of Practice.

For details on risk assessment and management of Health and Safety see the policy on school security.