

Introduction

The school operates within the guidance and framework provided by the Department for Education (DfE), and incorporates any local authority advice where relevant. This policy takes in to consideration the guidance contained in Advice on legal duties and powers: for local authorities, school leaders, school staff and governing bodies, DfE, February 2014.

This document provides a framework for the creation of a safe environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

Aims

Our aims for health and safety are to:

- provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school, and;
- ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Responsibilities

It is the responsibility of all members of the school community (teaching and non-teaching staff, parents, pupils and governors) to follow this policy, and ensure its implementation.

Governing Body

It is the responsibility of the governing body to review this policy bi-annually and incorporate any necessary changes as required by law or guidance from the local authority. The governing body is also responsible for facilitating safety training for staff.

Headteacher

It is the responsibility of the Headteacher to take responsibility for the day-to-day operation of this policy. The Headteacher is also responsible for:

- making yearly inspections/risk assessment to ensure that a safe and healthy environment is maintained;
- establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously;
- ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergencies and that fire-fighting equipment is available and maintained, and;
- close liaison with any trade union appointed safety representative and with the school nurse.

Teachers

It is the responsibility of teachers to promote a spirit of safety consciousness amongst children, ensuring that they are conscious of their responsibilities in taking reasonable care for their own safety and that of others. Teachers will also:

- be good role models - vigilant and careful;
- take quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others, and;
- provide opportunities for children to discuss appropriate health and safety issues.

Pupils

Pupils have a responsibility to develop a growing understanding of health and safety issues and to:

- conduct themselves in an orderly manner in-line with the school codes, and;

- take growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents

It is the responsibility of parents to ensure that children attend school in good health and provide prompt notes to explain all absences. Parents are also responsible for:

- ensuring early contact with school to discuss matters concerning the health and safety of their children or of others;
- allowing children to take increasing personal and social responsibility as they progress throughout the school;
- accepting responsibility for the conduct of their children at all times, and;
- ensuring that the school has up-to-date contact addresses and telephone numbers.

Implementation and organisation

Involvement of all members of the school community

Issues of health and safety are discussed regularly at staff meeting for teaching and support & admin staff; and at 'the Gathering' with parents and carers. There is a planned programme of training for teachers, teaching assistants, lunch supervisors and administrative staff. Frank and open debate about health and safety issues is encouraged at governors' meetings, and governors undertake training, both centrally provided and in-school.

Teaching children about health and safety issues

The curriculum is rich in opportunities for children to consider health and safety issues. These include:

- a programme of age appropriate health education workshops;
- circle time - a forum for discussion held in every classroom once a week;
- the compilation of a set of rules to begin the school year by each class at the beginning of the autumn term, and;
- regular meeting of the school and class council.

Accident prevention, reporting and investigation

All staff and children are required to be vigilant in spotting potential causes of accidents and to take action to prevent these where possible. Any potential hazards should be promptly reported to the Headteacher or the Premises Manager. They will respond immediately to investigate and rectify the hazard.

All accidents are reported to the Head or a member of the SLT and recorded in the school Accident Book in accordance with local authority regulations. Parents are notified as soon as possible in the case of accidents to children. For this purpose, an up-to-date contact list is maintained by the school office. Prompt investigation of all accidents is undertaken by the Headteacher in order to establish cause and adopt remedial measures.

First aid provision

A trained first aider is present in the school at all times. All teaching assistants receive first-aid training on a regular basis. A fully stocked first aid box is located in the medical room, the EYFS medical cupboard, and the dining hall. These are regularly checked and maintained by the premises manager. Where necessary, any responsible adult will summon an ambulance. If the school is unable to contact a parent (or the emergency contact) a member of staff will accompany a child to hospital.

Fire precautions

There is a set of written regulations for emergency evacuations. All staff and pupils are made familiar with these regulations.

A termly fire drill is held, monitored and timed in accordance with guidelines from the local authority. Weekly checks and maintenance of fire alarms and fire fighting equipment are undertaken by the premises manager. The local fire brigade periodically checks equipment, procedures and exits.

Use and control of substances hazardous to health

Such substances¹ are stored, clearly labelled, in locked cupboards which are not accessible to children. All staff are advised about the wearing of appropriate protective clothing when such substances are used (e.g. rubber gloves).

Electrical safety

Annual checks are undertaken by the local authority's electrical safety officer on all electrical installations and equipment. There is a code of practice for pupils using electrical equipment. All staff and pupils are made familiar with this. Children may not bring any mains powered electrical equipment from home for use in school.

Special medical conditions

There is regular liaison with the school nurse or other relevant professionals concerning any children with special medical conditions. All staff are informed about any special medical conditions of all children in the school and about what response may be required in an emergency. All medicines (including inhalers) brought to school must be lodged with the school office and clearly labelled with the child's name, the dosage and the frequency of dosage must be provided in writing. All such medicines are stored in a cupboard in the school office or the EYFS medical cupboard. Eczema cream for daily use may be kept securely in the classroom.

Road safety

The school has been working with the local authority's health and safety officer and the highway maintenance office to improve road safety around the school.

Personal hygiene

A high standard of personal hygiene is encouraged for all staff and children. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this. Pupils with long hair are encouraged to keep it tied back at all times. There is coverage of 'menstruation' in the programme of Health Education for older pupils. A stock of sanitary towels is kept in the school office. Sanitary disposal equipment is available in the ladies' toilet, and the Year 5/6 girls' toilet, and is regularly serviced by an external contractor.

Food and drink hygiene

There are regular inspections of drinking fountains. Children and parents are encouraged to avoid fizzy drinks. There is a rigidly enforced code of practice for hygiene in the school kitchen.

Promoting healthy food choices

The school meals service offers a carefully balanced diet. Parents are encouraged to supply snacks and packed lunches which are healthy and well balanced. A study of healthy and balanced diet is included as part of science.

Playground safety

Care has been taken to ensure the provision of well designed playground layouts and equipment, including safety surfaces under all climbing apparatus. There is conscientious supervision of playgrounds involving at least three staff for each playtime. Regular inspection and maintenance of playground equipment is undertaken by the premises manager. School rules about playground behaviour are designed to maximise playground safety.

¹ For example, paint or cleaning fluid etc.

Safety within the curriculum

There is a statement about health and safety within each curriculum policy which identifies potential problems specific to that subject of the curriculum. Children are trained to use tools and other equipment safely and properly.

A safe physical environment

A yearly inspection of the school is undertaken by members of the Health and Safety Working Party. There is a No Smoking Policy in all areas of the school buildings and grounds.

Care is taken to ensure provision of furniture of the appropriate height for each group of children and storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching.

Children are taught to dispose of rubbish appropriately and any litter is promptly and regularly collected by the premises manager.

Children, parents, governors and representatives of the wider community are involved in the planning, and, where practical, the implementation, of developments to the school environment (such as making a pond or redesigning the play-space).

A variety of security measures have been installed including lighting, alarm systems and CCTV.

Personal safety and risk assessments

Staff members must list any heavy objects which may cause unnecessary injuries. Any such tasks should be assigned to the premises manager.

Staff members must not ask pupils and/or parents to do any tasks that may cause injuries or accidents e.g. ask pupils to get resources from the cupboard or do photocopying.

Staff must alert the office manager if they feel that a risk assessment is needed to safeguard their own health and safety or that of others using the school premises or under their care.

Monitoring and evaluation

This policy will be monitored by the Health and Safety committee² at least once annually, and report to the Governing Body.

Resources

This policy informs all areas of resourcing. Resources, including play and electrical equipment are purchased only from local authority approved suppliers.

Agreed date	Signature	Review date
5 December 2017		As required (2 years)

² The Health and Safety Committee comprises of (a) Nominated governor, (b) premises manager, (c) school based union representative(s) and, (d) Headteacher.