

Fosse Bank School

Health and Safety Policy

This policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the authority also have responsibility. It describes how the Headteacher discharges her responsibilities in respect of staff, pupils and visitors.

PURPOSE

The aim of the policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and pupils.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, pupils and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

GUIDELINES

Responsibilities

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically:

The **Governing Body** will:

- Decide policy.
- Give strategic guidance.
- Monitor and review health and safety issues through the Premises, Health, Safety and Security Sub-Committee, reporting back through the Chair of the Sub-Committee to the Governing Body.
- Ensure adequate resources for health and safety are available.
- Recognise their responsibility under the Health and Safety at Work Act 1974 so far as is reasonably practicable to:
 - a) Provide plant, equipment and systems of work, which are safe, and without risks to health.
 - b) Make arrangements for handling, storage and transportation of articles and substances.
 - c) Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
 - d) Promote the development and maintenance of sound safety, health and welfare practices.
 - e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
 - f) Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
 - g) Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.

h) Maintain a close interest in all the health and safety matters in so far as they affect activities in the premises under the control of the school.

The **Headteacher** will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.
- Report to Governors on pertinent issues through the Premises, Health and Safety Sub-Committee.
- Report accidents and incidents of violence to the Premises, Health and Safety Sub-Committee on a termly basis.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfil their duties to co-operate with the policy.
- Formulate and co-ordinate safety procedures.
- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Premises, Health and Safety Sub-Committee.
- Ensure relevant staff have access to appropriate training.
- Meet with the Site Manager and Bursar on a weekly basis to manage site issues.
- Report to the Site Manager and Bursar any defects and hazards that are brought to her notice.

All **staff** will:

- Ensure that they have read the Health and Safety Policy.
- Fully support all health and safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations which may present a serious or imminent danger to the Headteacher, Site Manager or Bursar.
- Report any defects and hazards to the Site Manager through recording in his file in the School Office.
- Report any concerns of abuse to pupils to the Headteacher who is the Child Protection Officer.
- Complete an 'Accident / Incident / Violence Investigation' form, available from the School Office, in the event of a significant accident or incident of violence.
- Complete the Childwatch book in the staffroom to inform all staff of any pupils with medical needs or who may need specific handling, to ensure the health and safety of pupils or staff.

The **Site Manager** will:

- Ensure that he is familiar with the school's Health and Safety Policy.
- Conduct an annual health and safety survey with the Health and Safety Governor.
- Conduct a daily site check.
- Meet with the Headteacher and Bursar on a weekly basis to manage site issues.

- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Headteacher and Bursar any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly.
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

The **Health and Safety Governor** will:

- Conduct an annual health and safety survey with the Site Manager and report back to the Premises, Health and Safety Sub-Committee.

The **Bursar** will:

- Report to the Headteacher and Site Manager any defects and hazards that are brought to her notice.
- Liaise with the Site Manager when organising health and safety works.
- Report to the Headteacher on any financial implications for health and safety issues.
- Meet with the Headteacher and Site Manager on six- weekly basis to manage site issues.

The **Events Organisers** will:

- Ensure persons booking the school for a letting will be sent a copy of the Health and Safety Policy.

Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas.

The **Secretary** will:

- Report any health and safety concerns at lunchtime to the Headteacher.
- Organise first aid cover at lunchtime.
- Send out medical alert questionnaires to parents in September and compile a school list to be held by staff.
- Ensure 'Accident / Incident / Violence Investigation' forms are completed for any serious incidents, file forms and send appropriate notification to OFSTED.

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

Parents are expected to:

- Support the school in any health and safety matters reported to them on newsletters.

ARRANGEMENTS

Accidents and Incident Reporting

Please refer to the First Aid, Medicine and Illness Policy

Animals

Please refer to the Animals Policy

Asbestos

An asbestos register is held by the Site Manager.

The Site Manager makes it available to contractors working on site.

Communication of Information to Users of the Premises

Any persons booking accommodation at the school will receive a copy of this Health and Safety Policy from the Events Organiser.

Control of Hazardous Substances

The Site Manager completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances

Cooking

a) Cookers should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.

b) Staff should ensure pupils receive instructions and on the job training to enable them to be safe during a cooking activity.

Educational Visits

All staff must adhere to the school's Educational Visits Policy when organising and running a visit.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Electrical Testing

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.

Evacuation of the Building

- a) Fire exits are clearly labelled.
- b) Plans showing exit routes are displayed by the door of each classroom.
- c) Fire bells and fire doors are tested weekly by the Site Manager.

- d) A fire drill is practised once each half-term and reported by the Headteacher to the Governing Body.
- e) Fire appliances are checked annually.

First Aid Provision

All staff must adhere to the school's First Aid, Medicines and Illnesses Policy

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine which includes classrooms, kitchen, toilets and changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - a) cleaning tables between activities;
 - b) checking toilets regularly;
 - c) wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - d) providing sets of clean clothes;
 - e) providing tissues and wipes; and
 - f) ensuring sole use of flannels and towels.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the School Office.

Manual Handling

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

Missing Child

Please refer to the Missing Child Policy.

Movement Around School

- a) Pupils should walk around school in single file and stand in single file when waiting.
- b) No pupils should remain unsupervised in classrooms.

On Site Vehicle Movements

- a) Carparking is separate on the school grounds.
- b) Contractors come onto the premises when loading/unloading equipment and park outside the main entrance. It must remain stationary if any pupils are present.
- c) The speed limit on site is 5mph and must be adhered to by all visitors.

PE Equipment

Gymnastic equipment is checked annually by the Site Manager and repaired or removed as appropriate. The PE teacher will inform the Site Manager of any interim issues.

PE Safe Practice

Guidance on safe practice in PE is detailed in the school's 'PE Policy'.

Playground

- a) The playground is zoned for different activities –football, quiet area, Early Years and nature trail. Pupils have to stay in the zoned areas as advised by members of staff.
- b) Staff actively encourage pupils to play safely and discourage fighting or other rough games.
- c) Four members of staff supervise the playground.
- d) One member of staff should closely supervise the nature trail when it is in use.

Pond

The school pond is enclosed in a fenced area to prevent access when it is not being used. Children are only permitted to enter the pond area when under supervision of a responsible adult. Further guidance on safe practice is included in the 'Pond Safety in Schools Policy' and 'Pond Emergency Action Plan'.

Pregnant Workers and Nursing Mothers

The Headteacher will carry out a risk assessment in accordance with statutory guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks.

Risk Assessment

Please refer to our Risk Assessment Policy.

Safe Stacking and Storage

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

Security

Details of school security can be found in our Security Policy.

Slips, Trips and Falls

- a) It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, Bursar or Site Manager.
- b) Cable mats are provided to put on cables to prevent trips.

Swimming

Please refer to the School Pool Risk Assessment Document.

Swimming instruction is provided by qualified swimming instructors.

Supervision of Pupils

- a) Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- b) No pupil should be left unsupervised.
- c) Staff should be in class when pupils come into class in the morning.
- d) Staff should be punctual in collecting pupils from the playground.
- e) The same duty of care applies when staff supervise pupils in after school clubs.

- f) If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- g) Other staff on duty should inform supply teachers of their duties regarding supervision.
- h) If a parent fails to collect a pupil after school staff should make every effort to contact the parent. If a parent cannot be contacted, the Non-collection of child procedure emergency must be followed.

Transporting Pupils

Staff should ask parents/volunteers who are transporting pupils to an event to complete the Parents Transport Log obtainable from the School Office before allowing them to transport pupils.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

Working at Height

- a) Staff and other supervising adults should use stepladders when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.
- b) Stepladders are located in the Basement.

Working during the Evening

Staff sometimes stay late at school. During these times the Site Manager is on site and supervises the school entrance. Staff should alert the Site Manager that they are staying late (after 6pm) so that he can ensure lights are on and staff are safe.

Monitoring and Review

It is the responsibility of the Governors to agree and then monitor the Health and Safety Policy.

Signed..... Chair of Governors

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