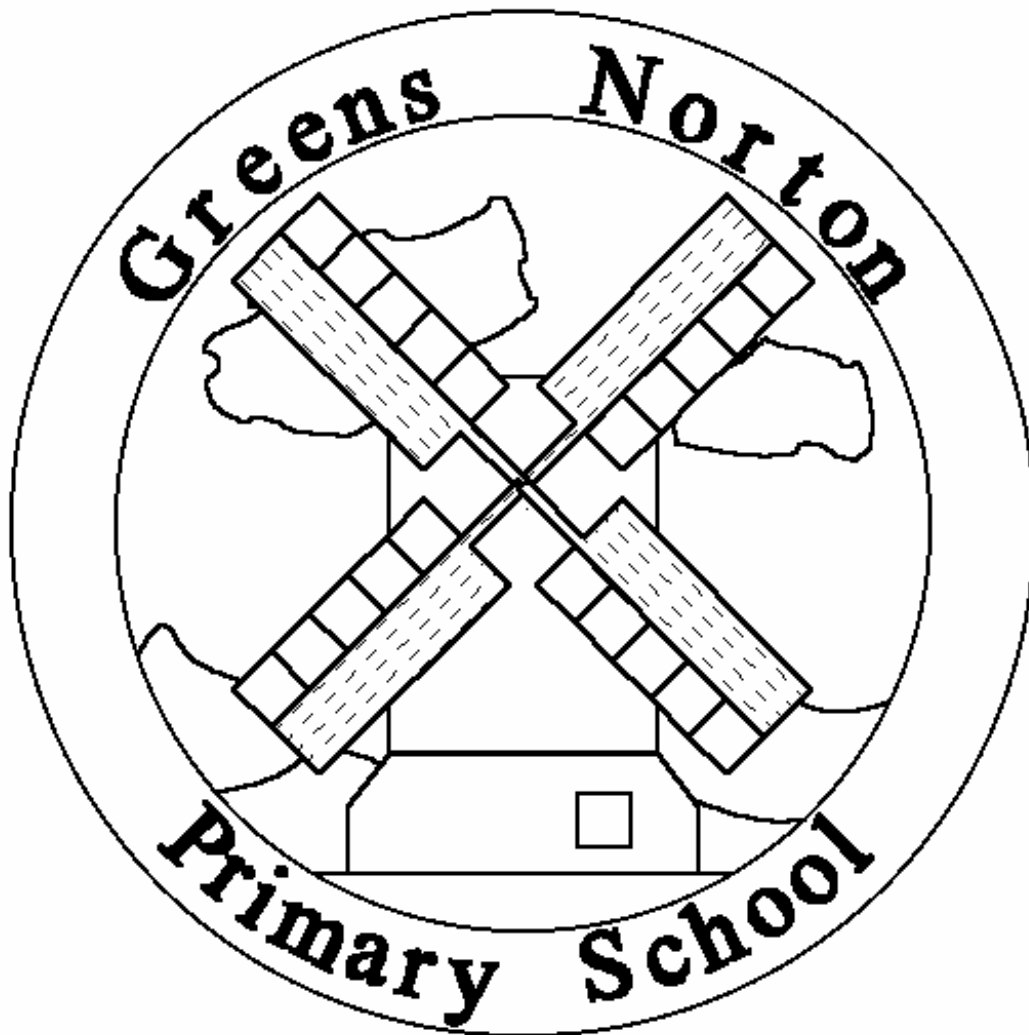


# Greens Norton C. of E. Primary School



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## Health and Safety Policy

Approved by

R. Jones, Chair of Governors

J.Pickering, Head Teacher

## Health and Safety Policy

### **Aims**

The main aim of the governing body regarding health and safety is to ensure that all staff, pupils and visitors to our school have a working and learning environment which is safe and without risk to health.

### **Responsibilities**

The governing body is responsible for ensuring that the policies of the LEA are fully implemented. The day to day responsibility rests with the Head Teacher.

The governing body adopts the existing LEA Safety Policy made under the Health and Safety at Work Act 1974, the COSHH Regulations March 2000 and all other amendments, advice and relevant legislation.

Employees also have a duty whilst at school to take reasonable care of their own safety and that of others who may be affected by their actions and omissions. They are also required to co-operate with management on health and safety matters so that the Health and Safety Policy can function effectively.

The governors and Head Teacher will take all reasonable practical steps to meet the responsibilities stated above and will pay particular attention to the provisions and maintenance of the following:

- the safety of equipment, buildings, system and work procedures
- safe arrangement for the use, handling and storage of articles and substances
- adequate information, instructions, training and supervision to enable all staff and pupils to recognise and avoid hazards
- the provision of necessary safety devices and protective clothing
- the provision of a safe workplace, access to and egress from it. (See separate document - Emergency Evacuation Procedures)
- the provision of a healthy working environment with adequate welfare facilities and amenities

- the establishment of procedures for dealing with foreseeable emergencies and incidents and for their monitoring and revision as necessary. (See separate document - Incident Management Policy).
- the provision of arrangements for First Aid
- the teaching of all aspects of health and safety as an integral part of the education and training of pupils (PSHE curriculum).

Issues regarding the wearing of jewellery and long hair are covered under a separate P.E. Policy.

All staff will be responsible for ensuring the safety of themselves (see Terms and Conditions for School Teachers). NCC codes of practice as detailed in the Health and Safety Management File will be adopted by the school where relevant and, if necessary, displayed in appropriate working areas. Helpers in school will be referred to the School Handbook where essential Health and Safety information is available.

The governing body will ensure that other users of the site such as FROGS and any other external agencies adhere to the schools Health and Safety Policy.

All governing body sub-committees have a responsibility for Health and Safety and this is included in their Terms of Reference.

The school will follow LEA procedures for reporting and monitoring accidents, incidents and emergencies. The governing body will nominate a Health and Safety governor annually. This named individual will be responsible for termly audits to ensure compliance to the Health and Safety Policy.

### **Organisation for Managing Health and Safety**

The duties and responsibilities of:

### 1. **The Local Education Authority**

The primary responsibility, being that of the employer, remains with the LEA. The LEA will continue to produce and promulgate policies, directives and documents with which governors have a statutory duty to comply with by ensuring that they are fully implemented within their schools.

### 2. **The Governing Body**

The governing body has responsibilities to ensure that:

- a) the establishment produces a local policy and devises appropriate procedures for dealing with Health and Safety and takes steps to promote correct attitudes towards safety in both staff and pupils across the school.
- b) the management of the establishment implements the policies of the Authority and, where applicable, produces its own policies.
- c) policies for fire precautions and first aid are formulated, documented and adhered to.
- d) it considers the cost of implementing the policies within the budget-setting process.
- e) It receives routine and regular health and safety reports from the establishment's management so that it can monitor and evaluate health and safety policies.

### 3. **The Head Teacher**

The primary responsibility of the Head Teacher is to ensure that the LEA and Governors' policy for health and safety is implemented on a daily basis in school and that safe practices are observed by staff, children and visitors.

### 4. **Employees**

All employees are required to ensure that they:-

- a) carry out their duties in accordance with the Health and Safety Policy.
- b) co-operate with management on matters of a health and safety nature.
- c) use plant, equipment and substances correctly and use the appropriate safety equipment.
- d) inform the Head Teacher of any defective equipment, safety hazard or damage in their area.
- e) report all accidents, whether serious or not, to the Head Teacher and make sure they are entered in the Accident Report Book.
- f) take reasonable precautions to ensure the safety of all persons within their charge.

## **Arrangements for Health and Safety Management**

### **1. Fire Precautions**

The governing body, head teacher and staff will take all reasonable steps for the prevention of fire in the school:

- fire alarms are regularly tested
- there are termly fire drill practices
- the annual inspection of the fire extinguishers is made by the fire service
- an annual safety check of the building is made by the fire service.
- fire exits are clearly marked
- clear fire evacuation instructions are displayed in all teaching areas
- the procedure described in the Education and Libraries Fire Precautions log book is adopted and the log sheets provided in that document be used for the recording of relevant incidents:
  - i. fire drill record
  - ii. testing of fire extinguishers
  - iii. inspection of fire extinguishers
  - iv. inspection of means of escape

- v. inspection of fire alarm
- vi. testing of fire alarms
- vii. licence conditions -where a licence is held
- viii. School must request fire officer visits
- ix. building plan - identifying alarm points, bells, extinguishers, hose reels etc.

## 2. First Aid

At any given time at least one member of staff shall hold a current First Aid certificate issued under the auspices of a recognised body such as the St. John's Ambulance Brigade. The school will bear the cost, if necessary, of the training.

Sufficient stocks of first aid supplies will be maintained in accordance with the aforementioned Act. An additional first aid box will be maintained for use on educational visits.

The designated area for treatment is the office and appropriate supplies will be held there. An additional first aid box will be situated in the staff room.

A record of notifiable accidents or incidents will be maintained by the school using the white copy of the Accident Notification Procedures for Pupils,

The Head Teacher must be informed if a child becomes unwell or is considered to need attention by a doctor. If the Head Teacher is not in school, the person deputising for the Head Teacher must be informed. The decision regarding informing the parent will be taken by the Head Teacher or person deputising. If the parent cannot be contacted a member of staff will be designated to accompany the child to the medical centre. Continued efforts will be made to contact the parent. Pupil contact records should detail which parent to contact first where parents have requested this.

The governors and Head teacher will be responsible for ensuring that all staff are aware of their responsibilities and any directives or codes of practice published that are relevant. The Head teacher will also be responsible for ensuring knowledge of the above by the school's voluntary helpers.

The governors and Head teacher will regularly review and update as necessary, first aid instructions to staff, their individual responsibilities, approved methods of treatment and the administration of medication. (Parents are welcome to come in to school to administer prescribed medicine to their own children during lunchtime in accordance with the policy as detailed in the school prospectus. Inhalers should be kept in classrooms to enable ease of access for pupils. The class teacher will be responsible for ensuring they take inhalers with them when leaving the school premises during the school day. .)

### 3. **Physical Education (see separate P.E.Policy)**

- a) safe practice is observed at all times
- b) children are wearing suitable clothing and footwear i.e. shorts, t-shirts or leotards, rubber soled plimsolls with a flexible sole
- c) children are not wearing watches or jewellery which may get caught or injure others
- d) the hall floor is safe for use - not wet or slippery
- e) all apparatus is suitable for use by children of that age and that the apparatus is erected, checked and put away safely and correctly.

In the event of an accident the teacher must:

- a) stop the lesson and ensure that all children are sitting on the floor away from/off the apparatus
- b) send for a qualified first aider
- c) inform the Head teacher and/or Deputy as quickly as possible

In the event of a child sustaining concussion as a result of an accident, or receiving any injury which requires a visit to the medical centre or hospital the teacher should:

- telephone immediately for an ambulance

- inform the head teacher and/or deputy as soon as possible
- telephone the parent
- telephone the hospital to alert them the child is on the way and give details of the suspected injury
- make the child as comfortable as possible - put him/her into the recovery position

Teachers should give careful consideration to the length of time the children are engaged in strenuous physical activity.

#### **4. Other Areas of Health and Safety**

The governors are aware of, and have adopted, the necessary LEA guidance as listed in Appendix A. It is the responsibility of individuals to be aware of the contents of these booklets and to apply the directives as appropriate. The Health and Safety Management Handbook is available in the Head Teachers office.

#### **Monitoring and Evaluation**

**Copies of this policy are available in the School Handbook and on the School Website at [www.greensnortonschool.co.uk](http://www.greensnortonschool.co.uk). The policy will be reviewed annually by the Environment Sub-committee.**

## **Appendix A**

Education Guidance and Codes of Practice presently available in your establishment:

Northamptonshire Education and Libraries:

- Health and Safety Management Handbook
- Property Management Handbook
- NCC website

Health and Safety Commission

- COSHH Guidance for Schools
- Building Contracts undertaken on Education Premises

## Appendix B

### Staff Designated Areas of Responsibility

#### The Head Teacher

- a) organise a termly fire drill/evaluation
- b) organise the annual fire safety checks of buildings and equipment.
- c) monitor entries on accident forms and report to the Environment sub-committee
- d) liaise with school medical personnel, social services, NSPCC, governors, LEA safety officer etc.
- e) ensure the presence on the staff of a current first aid certificate holder
- f) as a first aid certificate holder, deal with more serious incidents

#### Administrative and Finance Officer

- a) ensure completion of accident forms
- b) monitor and maintain first aid supplies
- c) as a first aid certificate holder, deal with more serious incidents
- d) maintain visitor's book

#### Caretaker

- a) test fire alarm and safety systems as per the schedule in the Fire Precautions Log Book
- b) Secure all windows and doors each evening
- c) Remove all rubbish from the building daily
- d) Maintain and clear paths
- e) Maintain acceptable standards of cleanliness and hygiene
- f) Be a member of the Environment Sub-Committee
- g) Act as a key holder out of school hours for emergency services

#### Classroom Assistant

- a) As a first aid certificate holder, deal with minor and more serious incidents

#### Class Teacher

- a) Maintain safe practice at all times
- b) Follow emergency/evacuation procedures
- c) Report any incidents to the head teacher

**Governors**

- a) **Review the Health and Safety Policy annually**
- b) **Ensure the above personnel fulfil their responsibilities**