

Greens Norton C. of E. Primary School



Health and Safety Policy

'In our school everyone can join in with all we offer'

Approved by

David Ward,
Chair of Governors

Mrs Jan Pickering
Head Teacher

Ratified: 18 November 2010

Due for Review: November 2011

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.

The School adheres to the guidance given by Northamptonshire LEA, which can be found at

www.northamptonshire.gov.uk/Learning/Services/Health+and+Safety/A-Z+Guidance.htm

Responsibilities

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

The governing body adopts the existing LA 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.

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.

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 LA 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 Authority

The primary responsibility, being that of the employer, remains with the LA. The LA 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.
- f) assign responsibilities, including designating a governor for health and safety.
- g) ensure that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school-sponsored activities.
- h) provide appropriate resources from the school's delegated budget to ensure that risks and hazards are minimised or eliminated.
- i) ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities.
- j) ensure that there is designated space for medical or dental examination and treatment and for caring for sick or injured pupils during the school day

- k) ensure that hirers are aware of their duty to arrange insurance cover for their activities.

3. **The Head Teacher**

The primary responsibility of the Head Teacher is to ensure that the LA 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.

She/he will ensure that:

- a) all members of staff understand and fulfil their responsibilities to ensure a safe learning environment
- b) staff are aware of their responsibilities and receive appropriate supervision, instruction and training
- c) staff, pupils and others are encouraged to promote health and safety
- d) risk assessments are carried out for activities on and off the school site
- e) LA and DfES guidance is followed for all school trips and visits
- f) all defects and/or hazards are made safe in a timescale commensurate with the risk they pose
- g) specialist advice is sought as and when necessary
- h) a log is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents

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 two members of staff shall hold a current First Aid at Work certificate and at least one member of staff working in the Reception Class shall hold a Paediatric 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 nominated 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 nominated 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 LA guidance as listed in Appendix A. It is the responsibility of individuals to be aware of the contents of this guidance and to apply the directives as appropriate.

Monitoring and Evaluation

The Head teacher will include a report on Health & Safety as part of the Head Teacher's termly report to the governing body. The report will address hazards and risks that were identified during school and out of school hours and the steps taken to minimise or eliminate them. The governing body will evaluate those outcomes and will consider whether any further action should be recommended.

Copies of this policy are available in the School Handbook and on the School Website at www.greensnortonschool.co.uk. The policy will be reviewed annually by the Estates & Facilities Sub-committee.

Date ratified by governing body

Date for review

Appendix A

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

Northamptonshire County Council – Education Dept:

- NCC website
www.northamptonshire.gov.uk/Learning/Services/Health+and+Safety/A-Z+Guidance.htm
- Property Management Handbook

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 Estates and Facilities sub-committee
- d) liaise with school medical personnel, social services, NSPCC, governors, LA safety officer etc.
- e) ensure the presence on the staff of at least two current first aid at work certificate holders and one paediatric first aid certificate holder
- f) as a first aid certificate holder, deal with more serious incidents

Bursar

- 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 Estates and Facilities 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