

# St James Church of England Primary School



Name of Policy	Health & Safety
Signed Ratification by Governors	<i>Ratified 27.11.18</i> 
Review Date	Autumn 2018
Next Review Date	Autumn 2020

# General

The Governing Body of St. James CE Primary School recognize its responsibilities under the Health and Safety at Work Act 1974 (HASAWA) to ensure that arrangements are in place to secure, so far as is reasonably practical, the health, safety and welfare of pupils, staff and others using or visiting the premises or participating in school sponsored activities.

The Governors will actively work with the headteacher and staff to identify hazards and where these cannot be removed ensure that they are adequately controlled.

## Responsibilities

### The Governing Body

The responsibility for ensuring that health and safety procedures within the school are adequate rest with the Governing Body. The Governing Body will ensure that all necessary procedures are devised, implemented, monitored and reviewed to ensure compliance with these procedures and that they remain appropriate.

In particular they shall:

- 1) make arrangements to ensure that the school complies with all relevant legislation particularly the Health and Safety at Work Act 1974 (HASAWA ) and Management of Health and Safety at Work Regulations 1999;
- 2) have in place procedures to identify hazards and evaluate risk control measures;
- 3) have health and safety on the agenda at Governing Body meetings;
- 4) ensure the headteacher, as the Key Manager for Health and Safety , carries out the appropriate responsibilities

The Governing Body will provide:

- 1) a safe environment for pupils, staff, visitors and other users of the premises;
- 2) plant, equipment and systems that are safe;
- 3) safe arrangements for transportation, storage and use of articles and substances;
- 4) safe and healthy conditions that take account of statutory requirements , Approved Codes of Practice and DFEE and LEA guidance;
- 5) adequate information, instruction, training and supervision;
- 6) provision for all necessary safety and protective equipment.

## **The Headteacher**

The headteacher, as key manager, is responsible for the day to day running of the school and putting the health and safety policy into effect.

The headteacher will assist in the development and maintenance of safe conditions for staff, pupils, visitors and anyone else using the premises.

In particular the Headteacher will:

- 1) be satisfied that effective arrangements are in place to ensure the health, safety and welfare of all users of the premises;
- 2) ensure that annual health and safety inspections are carried out;
- 3) arrange for risk assessments to be carried out by a competent person;
- 4) put into effect any remedial measures or refer as necessary to the Governors or the SDBE
- 5) consult with members of staff on health and safety matters;
- 6) report regularly on health and safety matters to the Governing Body;
- 7) ensure contractors on site follow safe working practices;

## **The Deputy Head**

The Deputy Head will familiarize himself with all safety legislation, codes of practice and guidance relevant to the school.

As part of their day to day responsibility they will ensure that:

- 1) safe working methods are in place;
- 2) supervision is adequate and training needs met;
- 3) safety inspections are carried out
- 4) safety requirements for plant, machinery and equipment are in place and are adequate;
- 5) appropriate Personal Protective Equipment (PPE) is available, in good condition and being used correctly
- 6) any hazardous substances are correctly used or safely stored

7) standards of health and safety are monitored and appropriate remedial action is taken when required.

### **The Premises Officer**

The premises officer has particular responsibility for security and premises related issues. He will:

- 1) co-operate with the Headteacher and ensure that they effectively monitor the condition of the premises;
- 2) report defects so that appropriate remedial action can be taken;
- 3) regularly test the fire alarm system and record findings.

### **All staff.**

Members of staff also have health and safety responsibilities. Staff will therefore :

- 1) take reasonable care of their own health and safety and that of anyone else who may be affected by what they do or fail to do;
- 2) co-operate with all health and safety arrangements;
- 3) report any defect or other health and safety matter that they are aware of;
- 4) use correct equipment, tools, appropriate protective clothing and take proper rest periods if using VDUs (visual display units).
- 5) ensure children are not left unsupervised in a classroom at any time (see staff handbook).

### **Contractors**

Contractors have a legal responsibility to ensure that they carry out their work in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of themselves and anyone else who may be affected by their acts or omissions. They will, as visitors to the premises, be entitled not to be put at risk by circumstances relating to the premises that are outside their control.

## **Inspections/Monitoring.**

1) There will be a regular health & safety inspection of the premises,

The deputy headteacher will oversee this and this inspection will look at both the interior and exterior of the building and look at work practices to ensure as safe and healthy environment as possible.

Accident reports will be examined and any trends investigated.

The results of this inspection will help to determine the areas for which a formal Risk assessment needs to be carried out.

A copy of the inspection form is in appendix 2.

2) There will also be a bi-annual portable appliance inspection and testing by a competent person.

3) The PE equipment will be professionally inspected annually.

4) It is up to everyone to take part in daily monitoring of the life of the school and informing the head, deputy or premises officer about any concerns in order to keep our environment a safe and healthy place to be.

## **Fire precautions.**

The school has a contract for the maintenance of the fire alarm system and fire fighting equipment. Notices giving instructions in the event of a fire are displayed in each classroom and in the staff room, a list of fire wardens is on the information sheet given to all visitors

A fire drill will be held termly and significant details recorded in the Fire Log.

Children will also be taught how to evacuate the building if the fire alarm sounds during the lunchtime.

Staff will be informed of the arrangements for fire drill immediately on starting at the school.

Staff will be made aware of the needs for a second fire drill position for children if the usual assembly point is in fact near the incident (serious fire by the public house for example).

The fire alarm will be tested weekly.

## Medicines

Giving medicine to children is discouraged. For those who need to have medicine administered during school time the parent must fill in an authorizing form (available in the office) and the medicine must be in the proper container.

If a child requires medicine prescribed on a daily basis it is kept in a drawer in classroom accessed only by an adult.

Other medicines are stored in cabinets at both sites.

All medicines administered should be entered on that particular child's log sheet, (not applicable to asthma pump or creams applied).

## First Aid.

The first aid equipment is kept in the classroom, office and kitchen/dining room.

There is a list of paediatric first aid trained staff given to all visitors:

In the case of any serious injury stay with the person and send for a qualified first aider.

All accidents should be entered into the appropriate booklet (form BI 510) detailing treatment given.

For head injuries please ensure a head letter is sent home.

Any person dealing with an open wound or spillage of body fluid (including grazes) MUST wear the disposable gloves provided.

Any significant near misses (eg sliding, but not actually falling, on spilled liquid) should be reported to the headteacher, deputy or premises officer.

When a serious accident occurs (eg involving hospitalization), it is important that the accident site is left untouched until advice is obtained from the SDBE.

## Security

All staff are required to ensure that the school is as secure as possible.

Doors and windows should not be left open unnecessarily. When leaving the rooms empty (eg taking the class to do P.E.) teachers should lock the fire doors and make sure wide open windows are closed.

Teachers should also ensure the classroom doors and windows are secured at the end of the school day.

Visitors should report to the office and sign in the visitors book or visitors management system. Children taken early should be entered on Arbor system.

All staff should politely challenge anyone unrecognized on the premises and ensure their business is bona fide.

If necessary politely but firmly ask them to leave the premises.

If necessary send a message to the headteacher, deputy head or premises officer for assistance.

## **Curriculum safety**

It is essential that staff ensure that the children are adequately supervised for the task they are engaged in.

Educational visits should use the addition of voluntary parent/carer help to enable adequate supervision during travel and at the destination.

General guidelines are 1 adult per 10 children for KS2, 1 adult per 6 children for KS1 and 1 adult per 6 children in Reception.

During activities with a greater risk than normal (for example craftwork, technology tool use and PE) teachers should take steps to minimize the risk and ensure guidelines in the relevant policy documents are heeded.

Proper clothing for the task should always be worn.

Jewellery is not allowed in school. In the interests of safety participants in P.E. MUST remove stud earrings or sleepers. Teachers and other staff do not remove earrings, neither do they take responsibility for their safe-keeping.

Children will be taught relevant health rules such as pulling the chain and washing hands after using the loos.

## **Training**

Staff will take part in training both within and outside the establishment as appropriate according to needs and availability of suitable courses.

Internal training will be given for using new equipment arriving in school.

## **Conclusion**

Health and safety is **everyone's** responsibility. Make sure our school is a happy and safe place to work in by keeping safety in mind at all times. - this includes using the correct way to lift items, using the proper ladder to reach high areas etc.

Any queries, dangers noted or concerns should be immediately reported to the headteacher, deputy head or premises officer for consideration.

New staff (and supply teachers) will be given a copy of this policy when starting.

# Appendix 1

## Fire drill

In the case of a fire or bomb alert the fire bell will be rung and everyone must leave the building.

On hearing the fire alarm:

During lesson time -

Everyone will line up by the classroom emergency exit in silence;  
The teacher will send the children out into the playground.

The children will walk quietly to their fire drill position.

The teacher will visually check the children have left the classroom and follow the children, closing the classroom door behind him/her.

Once the children are in line the register will be taken (which will have been brought out by the office staff).

No one may re-enter the building until informed by the headteacher, or deputy headteacher that it is safe to do so.

During a playtime -

The children will quickly and quietly assemble at their fire drill positions by the pedestrian gate near the subway.

The staff will leave the building by their nearest exit and make their way to their class fire drill position.

Once there the register will be taken (which will have been brought out by the office staff, printed from Arbor, or iPad in absence of paper register).

No one may re-enter the building until informed by the headteacher, or deputy headteacher that it is safe to do so.

### During lunchtime -

Children in the playground will quickly and quietly assemble at their fire drill positions by the pedestrian gate near the subway.

Children in the hall and dining room will quietly walk out through the nearest exits as indicated by duty staff and walk quietly to their fire drill position by the pedestrian gate near the subway.

The staff will leave the building by their nearest exit and make their way to their class fire drill position.

Once there the register will be taken (brought out by member of office staff). In the absence of registers the class will be counted and compared with the morning total.

No one may re-enter the building until informed by the headteacher, or deputy headteacher that it is safe to do so.

### During a wet play

In the event of the fire bell ringing during a wet playtime the staff in the staff room must leave by the nearest exit and make their way as quickly as possible to their class's lining up position.

As they pass the office they should ensure that the registers have been taken out so that a proper roll call can be made.

Once the children are assembled in silence registers must be taken and any discrepancy immediately notified to the Head, or in her absence, the member of staff in charge.

# Appendix 2.

## Annual inspection form.

Inspected by:..... Date: .....Sheet No:...

Conditions or practices considered to be unsafe or unhealthy:

Item	Suggested remedy	Date for action

Signed:..... Position:.....

Signed:..... Position:.....

Signed:..... Position:.....