



Holy Trinity Church of England (Aided) Primary School

Policy Statement

Health and Safety

The Best for Every Child - a Unique Child of God

At Cookridge Holy Trinity Church of England (A) Primary School we serve the community by providing a happy, secure and caring Christian environment where all are valued and respected. We pride ourselves on being friendly and welcoming. We believe in the uniqueness of the individual as a child of God and recognise the range of contributions that each can make.

We provide for the spiritual, emotional, physical, mental and social development of the whole child, as a child of God. We seek to foster self-esteem and instil a sense of responsibility to others and the world around them through the teaching of our Christian Values.

We are committed to the pursuit of excellence, and the school curriculum aims to offer all children a broad and balanced, relevant and differentiated curriculum which provides consistency and continuity of teaching throughout the school, enabling every child to maximise their potential.

We work in partnership with parents, the local church, the wider community and other schools to provide an education of the highest quality.

Written by:

Date: September 2019

To be reviewed: Autumn 2023

This statement is in accordance with the Health and Safety at Work Act (1974). The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Holy Trinity C.E. Primary School.

General Guidelines

It is the policy of the Governing Body, so far as is reasonably practicable, to:

1. establish and maintain a safe and healthy environment throughout the school;
2. establish and maintain safe working procedures among staff and pupils;
3. make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
4. ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
5. maintain all areas under the control of the Governors and Headteacher in a condition that is safe and are safe and without risk;
6. formulate effective procedures for use in case of fire and for evacuating the school premises;
7. lay down procedures to be followed in case of accident/incident;
8. teach safety as part of pupils' duties where appropriate;
9. provide without risk to health and to provide and maintain means of access to and escape from that place of work.

Responsibility of the Governors and Headteacher

The Governors and Headteacher are responsible for implementing this policy within the school. In particular, they will:

1. monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
2. prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
3. make arrangements to draw the attention of all staff employed at the school to the school and L.A. safety policies and procedures and of any relevant safety guidelines and information issued by the Authority;
4. make arrangements for the implementation of the Authority's accident reporting procedure and draw this to the attention of all staff at the school as necessary;
5. make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
6. ensure that regular safety inspections are undertaken.
7. arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety inspection team;
8. report to the Governing Body any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.
9. monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;

10. identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate.

Duties of the Person Delegated to Assist in the Management of Health and Safety

The delegated person, shall:

1. assist the Headteacher in the implementation, monitoring and development of the safety policy within the school;
2. monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
3. co-ordinate arrangements for the design and implementation of safe working practices within the school;
4. investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
5. order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher;
6. assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
7. ensure that staff with control of resources (both financial and other) give due regard to safety;
8. co-ordinate arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.

N.B. The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

Responsibilities of Staff Towards Pupils and Others in their Care

All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

1. exercise effective supervision over all those for whom they are responsible, including pupils;
2. be aware of and implement safe working practices and to set a good example personally. identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;
3. ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
4. provide written job instructions, warning notices and signs as appropriate;
5. provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
6. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;

N.B. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

Responsibilities of all Employees

All employees have a responsibility under the Act to:

1. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;

WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE HEADTEACHER.

Please note the following:-

1. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
2. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Responsibilities of Pupils

All pupils are expected, within their expertise and ability, to:

1. exercise personal responsibility for the safety of themselves and their fellow pupils;
2. observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided safety purposes.

N.B. The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices and the school handbook.

Visitors

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

Lettings

The Governors and Headteacher must ensure that:

the means of access and exit are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;

1. fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;

2. hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire fighting equipment. Notices regarding emergency procedures should be prominently displayed;
3. hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
4. arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

Fire and Emergency Evacuation/Invacuation Procedures

1. The school's procedures for fire and emergency evacuation and invacuation are appended. They are also posted around the school.
2. These procedures will be updated as appropriate.
3. The log book for the recording and evaluation of practice and evacuation drills is available.

Fire Prevention Equipment

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers and the fire alarm system.

First Aid and Accident Reporting Procedures

1. First aid is available in the School Office.
2. The name of the first aider/appointed should be displayed.
3. The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is the Headteacher and Governors. The accident book and report forms are to be found in the School Office.
4. The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.