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Windrush Valley School

Policy Documents Annual Review Record

Citation	<p>This document shall be cited as: Health and Safety Policy</p> <p><u>Associated policies:</u> Safeguarding policy Fire risk policy First aid policy Managing medical conditions policy</p>
Regulatory standard	Part 3: Welfare, health and safety of pupils
Person responsible	Headteacher
Comments to	Headteacher
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Person reviewing/updating	Alan Wood
Source/author	Alan Wood
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HEALTH AND SAFETY POLICY

General

The school takes a common-sense approach and takes advice on striking the correct balance on health and safety matters by reference to the guidance provided by the HSE *Sensible Health and Safety Management in Schools*.

The purpose of this policy is to ensure the provision of a safe and healthy working environment for staff, pupils (including those in the EYFS), visitors and parents by:

- taking all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities.
- preventing accidents, injury or loss detrimental to the efficient operation of the school and is part of the good education of its pupils.

The Proprietor is responsible for health and safety procedures in the school and delegates this to both the Headteacher and staff on a day-to-day basis.

The arrangements outlined in this statement and the various other safety provisions made by the Proprietor cannot, in themselves, prevent accidents or ensure safe and healthy working conditions. Only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. Whilst the school will take all reasonable steps to identify and reduce hazards to a minimum, all staff, pupils and visitors must appreciate that their own safety, and that of others, also depends on their individual conduct and vigilance whilst on the school premises or while taking part in school-sponsored activities.

Duty of Care

In the discharge of its duty the school will:

- make itself familiar with the requirements of any health and safety legislation and codes of practices which are relevant to the work of the school
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school [this policy]
- periodically assess the effectiveness of this policy and ensure that any necessary changes are made
- identify and evaluate all risks relating to:
 - accidents
 - health
 - school-sponsored activities
- identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, pupils and others.

- The Headteacher is responsible for all initial emergency contacts. However, in his/her absence all staff have a list of contact points to call in the event of an emergency (gas, water, electricity, medical, security).

In particular the school undertakes to provide:

- A safe place for staff and pupils to work including safe means of entry and exit.
- Plant, equipment and systems of work which are safe.
- Safe arrangements for the handling, storage and transport of articles and substances.
- Safe and healthy working conditions which take account of all appropriate:
 - statutory requirements
 - codes of practice whether statutory or advisory
 - guidance whether statutory or advisory
- Advice and guidance for staff and pupils on how to remain safe and healthy whilst in school. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, pupils and others then the Proprietor will ensure, within the financial resources available, that such training is provided. Pupils will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
- Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- Adequate welfare facilities.

All staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, receive comprehensive information on:

- This policy
- All other relevant health and safety matters
- The instruction and training that will be given to all employees, on induction and annually thereafter, so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The Headteacher

The Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, non-teaching staff, ancillary staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this.

The Headteacher takes all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and regularly consults with staff on health and safety matters through staff meetings and written premises checks (risk assessments).

In particular, the Headteacher:

- is aware of the basic requirements of health and safety legislation and codes of practices relevant to the work of the school
- ensures the health, safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school-sponsored activities
- ensures safe working conditions for staff, pupils and others using the school premises and facilities
- ensures safe working practices and procedures throughout the school so that each task is carried out to the required standards and that all risks are controlled
- consults with members of staff on health and safety issues
- arranges systems of risk assessment to allow the prompt identification of potential hazards
- carries out periodic reviews and safety audits on the findings of the risk assessment
- ensures members of staff receive adequate and appropriate training and instruction in health and safety matters within the financial resources available
- encourages staff, pupils and others to promote health and safety
- ensures that any defects which relate to or may affect the health and safety of staff, pupils and others are made safe without delay
- encourages all employees to suggest ways and means of reducing risks
- collates accident and incident information and, when necessary, carries out accident and incident investigations
- monitors the standard of health and safety throughout the school and disciplines those who consistently fail to consider their own well-being or the health and safety of others
- monitors first aid and welfare provision

The staff

All staff must be familiar with the requirements of statutory health and safety legislation and codes of practice, which are relevant to the school. They must:

- ❖ Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- ❖ Co-operate with the school in ensuring it complies with all relevant legislation and good practice.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff must:

- Be familiar with the safety policy and any and all safety regulations.
- Ensure health and safety regulations, rules, routines and procedures are being applied effectively by colleagues, visitors and pupils.
- Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
- Routinely report any defects in the premises, plant, equipment and facilities which they observe.

- Take an active interest in promoting health and safety and suggest ways of reducing risks.

Hirers, Contractors and Others

The school is not available for hire by persons outside the employ of the school.

The principal person in charge of activities not under the immediate direction of the Headteacher, including organisers of school-sponsored activities outside of normal school hours and not on usual school premises (including premises not in England), has responsibility for safe practices as indicated elsewhere in this document.

The Headteacher will ensure that hirers, contractors and others conduct themselves in such a way as to carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times, particularly in relation to the Safeguarding of children (KCSIE 2018).

All contractors, prior to the commencement of work in the school, must provide copies of their own individual or company's Health and Safety policy and insurance. These documents supplement, but do not replace, this policy.

Staff Consultative Arrangements

From time-to-time the school will include items on health and safety in existing staff meeting agenda and minutes.

Risk Assessment reports

The school completes individual risk assessment reports for all areas of the school's operation and school sponsored activities and records these in a separate file in the school office. Any action identified by such assessments are completed promptly. Teachers complete weekly assessments on their immediate area of work (classrooms); staff in the EYFS complete daily health and safety checks on all areas used by the children, including classrooms, play areas and dining. All staff ensure that evacuation doors in their immediate area are always kept clear for emergency use.

The school employs an external appropriately qualified and chartered professional company to conduct an annual health and safety and fire risk audits of the school. Any recommendations following such audits are completed promptly.

All fire-fighting, electrical, play, catering, sporting, premises and safety equipment are routinely tested in accordance with statutory guidance. All reports are recorded in a central file located in the school office and all recommendations are implemented immediately.

The school maintains regular generic risk assessments of all regular school activities and areas; for example, playground, mini bus use, walking to playing fields, and the like.

Emergency Plans

The Headteacher will prepare an emergency plan to cover all foreseeable major incidents. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- ❖ save life
- ❖ prevent injury
- ❖ minimise loss.

This sequence will determine the priorities of the emergency plan. This plan is rehearsed by staff and pupils and the result of all such rehearsals form part of the regular risk assessment survey.

Fire Safety [to be read in conjunction with the Fire Safety Policy]

Statement of essential good practice

All staff perform their duties in a safe and sensible manner such that the risk from fire is minimised. The safety and welfare of pupils and visitors is paramount. Staff must not attempt to extinguish fires. On hearing the alarm, the fire service will be called by senior member of staff on duty. Staff must familiarise themselves with the location of all alarms and fire-fighting equipment, exit doors and the best route to the assembly point before the lesson begins, and advise all pupils and visitors accordingly.

Alarms

The school has an integral fire alarm detection system installed in all classrooms and public areas and linked to the main fire panel in the Old School entrance. The fire evacuation alarm will sound automatically and on hearing the alarm all staff must respond immediately as per the published evacuation procedure.

EVACUATION PROCEDURE IN THE EVENT OF A FIRE

On discovering a fire

- Raise the alarm by means of the wall mounted emergency call points situated by each exit.

On hearing any of the audible alarms

- Leave the building by means of the nearest available exit.
- Walk to the assembly point on the playground.
- Don't re-enter the building until you are told to do so by a member of staff.

Assembly Point

The assembly point is at the far side of the school playground as indicated by the green assembly point sign. Pupils line up in class order as indicated on the evacuation plan prominently displayed in each classroom. Individual staff are responsible for ensuring their visitors leave the building safely. No-one may re-enter the building until advised to do so by Fire and Rescue personnel.

Action at the assembly point

Registers will be called to ensure all children have left the building safely. The secretary will present the visitors book to ensure visitors to the school have left the building safely. Everyone will remain at the assembly point until advised otherwise by the Headteacher or senior member of staff responsible for the assembly point.

Fire Evacuation Practice

The school regularly rehearses the procedures and practice necessary for evacuating the building quickly, efficiently and safely. Children in EYFS receive additional frequent reminders and explanation. The fire evacuation practice is conducted and planned to accommodate the different attendance patterns of individual children.

Fire-fighting equipment

All classrooms are equipped with an appropriate number of fire extinguishers located by each emergency exit door.

Assessments

- The school undertakes an annual fire risk audit.
- The fire panel, all sensors (heat and smoke), emergency lighting systems and alarm points are tested termly.
- Individual sensors, emergency lighting systems and alarm points are tested weekly.
- Fire extinguishers are checked and maintained annually.

The details of which are maintained in a Fire Log Book.

Emergency Exits

All emergency exit doors are suitable signed and all doors open outwards. Exits are checked daily in all rooms.

Recording of practice procedures

All alarm bells, smoke detectors and emergency lighting systems are tested weekly. The results of these tests are recorded in the school's FIRE LOGBOOK, including any remedial action undertaken.

Staff training

All staff are trained in fire prevention and what to do in an emergency. An additional two members of staff are trained as fire marshals.

Review

This policy statement is reviewed regularly and at least annually to ensure the continued health, safety and welfare of staff, visitors and pupils.

Alan Wood
September 2018

