

Castle Hill St Philip's CE Primary



Health and Safety Policy

1. GENERAL STATEMENT OF INTENT

The Headteacher and Governors of Castle Hill St. Philip's C.E. Primary School recognise they have overall responsibility for the organisation and implementation of a Health and Safety Policy, and that key personnel have health and safety roles defined within their areas of employment.

The employee's duty to co-operate with the employer is recognised. The school management accept the responsibility for ensuring all necessary arrangements for maintaining a safe environment are implemented and monitored.

Castle Hill St. Philip's C.E. Primary School recognise the importance of health, safety and welfare regarding the successful operation of its activities and believe the active participation of all staff is essential in maintaining the highest standards in preventing accidents. All activities will be conducted using appropriate control measures to minimise the risks to the health and safety of all staff, pupils and others, who may be affected by our activities.

The School Health and Safety Policy will be brought to the attention of all staff, and will be subject to regular reviews to ensure it reflects the school's activities.

2. SCHOOL ORGANISATION

- 2.1 The Headteacher and Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling of Health and Safety matters. Where possible the governors will ensure the school budget reflects the necessary funding to provide suitable and sufficient training for those with Health and Safety responsibilities.

A summary of individual duties, including reporting arrangements, are contained in the LA's Health and Safety Manual, a copy of which is held at the school office.

2.2 Designated persons with Safety Responsibilities

Responsibility	Designated Person
Competent person appointed to advise on Health and Safety	Headteacher
Fire	Headteacher/Caretaker
First Aid	Qualified First Aiders
Medication	Headteacher
Catering	School Cook
Supervision (non Teaching)	All Teaching Assistants
Crossing Patrols	Crossing Patrol Officer
Visits/activity holidays Educational visits Co-ordinator	Headteacher
Teaching	All Teaching Staff
Premises	Caretaker

3. ARRANGEMENTS

The arrangements described below are the minimum standards that will be achieved to maintain a safe environment, both for staff, pupils and others visiting the school.

Additional information is contained in the LA's Safety Manual.

If staff have any concerns about Health and Safety, they should ensure they contact the Headteacher or their line manager.

❖ ACCIDENTS

When an accident occurs the person will be attended to by a First Aid post holder and if hospital or other medical attention is required, in the case of a child the child's parents will be informed immediately.

ACCIDENTS MUST BE REPORTED TO THE HEADTEACHER AS SOON AS POSSIBLE

All accidents must be recorded on an accident form which are available from the general office. Completed copies are kept in a file in the security cupboard and copies of reports will be sent to the LA Health and Safety Officer.

The Headteacher or the Deputy Head will investigate the incident immediately. Parents must be notified as soon as possible and in the case of head injuries informed immediately.

School staff will record all minor injuries requiring first aid in the appropriate accident file - KS1 file is kept in the KS1 resource area and KS2 file is kept in Year 6 classroom. Adults administering first aid will inform the class teacher of any accidents or injuries. Children with such injuries will have an injury sticker placed in their planner to take home at the end of the day. Head injuries will be reported to parents and parents will be encouraged to either come to school to examine their child themselves or take their child home.

3.2 Contractors

All contractors will abide by the school's safety and emergency procedures. All visitors must book in and out when on site.

3.3 Control of Substances Hazardous to Health (COSHH)

Caretakers and cleaners store all substances in a safe manner out of the reach of children. Staff must not bring unauthorised chemicals into the school. COSHH assessment to be conducted by Mr J Roden and recorded.

3.4 Communicating Health and Safety Information

General safety information and the statutory poster to be displayed on the notice board located in the School Office. Further information is contained in the LA's Safety Manual, a copy of which is available in the School Office.

3.5 Electrical Equipment

All portable electrical equipment will be tested periodically. All staff are to inspect electrical equipment before and after use. No unauthorised equipment is to be brought into school.

3.6 First Aid and Medication

First aid boxes are located as follows:

KS1 – resource area
KS2 – Year 6 classroom

All children requiring first aid treatment are to report to a first aider. Details of injuries must be recorded in the school accident file. All school staff are qualified in basic first aid and several have completed First Aid at Work qualifications. There are - Mrs Cloake, Mrs Hollinghurst, Mrs Walker Mrs Pollitt, Mrs Dickinson, Miss Wild and Mrs Pendlebury.

No medication will be given to pupils without the Headteacher's authorisation. All staff attended a one day emergency first aid training course in September 2012. Medication will be administered according to the 'Administering Medication Policy'.

3.7 Fire Prevention

Annex A states the school fire/emergency procedure. The school Fire Officer is to conduct a fire drill once per term. Fire alarms to be tested weekly by The Caretaker. All drills and tests to be recorded. All flammable materials to be correctly stored.

All staff must sign in and out of the building each day – this log is kept at reception in the school entrance area.

Visitors must sign in and out in the visitors book located in the reception area.

In the event of a fire, the Admin Officer will take class registers, staff signing in/out log and visitors book out onto the playgrounds. Once everyone is assembled on the playgrounds a roll call will be taken.

3.8 Field Trips and Visits

The Headteacher is the Educational Visits Co-ordinator. Parents advised of visits, pupils briefed and put into groups etc. Risk assessments to be carried out, recorded and helpers briefed. See Educational Visits Policy and Guidance Document located in the Risk Assessment file in the school office.

3.9 General Housekeeping

All materials and equipment to be put away and stored safely after use. Where possible, cleaning, maintenance and repair activities should not be carried out in the presence of pupils. All walkways, paths, stairways, etc to remain clean and unobstructed to provide a safe means of access. Classrooms to be kept tidy and resources stored appropriately to avoid risks of trips and falls.

3.10 Ladders and Access Equipment

To be checked every six months by the Caretaker and results recorded. Faulty equipment will not be used until repaired.

3.11 Lifting and Manual Handling

If required, staff will carry out a manual handling risk assessment before lifting/moving equipment, furniture, etc. Where possible, staff will work in pairs when mechanical equipment is to be used.

3.12 Personal Protective Equipment

Appropriate PPE, where provided, for use by pupils and staff, must be worn and used correctly. Any faults to be reported to the teacher in charge.

3.13 PE Activities

Supervision, conduct and use of equipment to be used within the guidelines laid down in the LA manual, and BAALPA publications.

Staff supervise children using the outdoor play equipment during school time. Parents are informed that they are responsible for children using this equipment outside school time.

3.14 Risk Assessments

All staff will carry out appropriate risk assessments of the activities they undertake, record, and where necessary, inform other colleagues and the Headteacher.

3.15 Supervision of pupils during Non-Curriculum Time

Supervision ratio during play/lunch break will be 1:60 or less. The Headteacher is responsible for appointing and briefing staff for supervision duties, welfare duties and responsibilities.

3.16 Smoking

All smoking is prohibited on school premises and grounds and during school visits/field trips.

3.17 Security

All visitors are to report to the school reception, to book in and out and wear a visitors' badge for identification purposes. All visitors will be escorted whilst on school premises.

3.18 Safety Committee

The Safety Committee of the governing body will conduct inspections and monitor the maintenance of the premises and will develop and implement appropriate safety procedures. Phyllis Bold is the governor with responsibility for Health and Safety. She will conduct regular inspections and provide feedback to the Headteacher.

3.19 Swimming

During swimming activities, the staff/pupil ratio will be not greater than 1:20. At least one adult will be female. Transport arrangements will be in line with LA guidance.

3.20 Transport

At all times, whenever vehicle transport is required to be used by the pupils and staff, all passengers, regardless of age, will be provided with one seat each, and seat belts will be worn. Booster seat regulations will be adhered to.

3.21 Training

All staff employed at, or by the school, will receive appropriate instruction and training to carry out all tasks/activities requested of them.

Regular users to have a risk assessment of their workstation and appropriate measures taken to minimise any hazard/risk. Appropriate information and training provided.

3.22 Violence to Staff

School leaders will keep under regular review any risk of injury, physical or verbal, to the health and safety of staff. Appropriate control measures to be taken. All violent incidents to be investigated by the Headteacher or Deputy Headteacher and reported to the LA Health and Safety Officer.

Health and Safety Information

The LA Health and Safety Manual is located in the school office for your reference.

Please sign below to confirm that you have received this policy and have knowledge of where to access information about Health and Safety.

Information Available:

Basic Health and Safety, Asset Management Plan, LA Health and Safety Manual.

Booklets about Health and Safety. Risk Assessments information.

Information about Health and Safety checks is available in Governors' Health and Safety Reports in the Headteacher's Office.

I have read the School Health and Safety Policy and I am aware of where to obtain information regarding Health and Safety.