

Gorse Hall Primary and Nursery School



Health and Safety Policy

Introduction

The Governors and Senior Management Team (SLT) of Gorse Hall Primary and Nursery School will, so far as it is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work Act and any other current and future legislation, including the EYFS. The Governing Body and SLT will comply, where appropriate, with the LA's Health and Safety Policy and Guidelines. The Governing Body, the SLT and all members of the school staff will at all times, endeavour to fulfil the health and safety objectives and develop a positive safety culture throughout the school.

The Governors and SLT will:

- Carry out risk assessments as required
- Provide appropriate training for staff to enable them to carry out their role safely and effectively
- Provide funding to deal with health and safety issues within the constraints of the school budget
- Seek expert advice, where necessary, in order to determine risks to health and safety and devise strategies to deal with them where they cannot be effectively dealt with by the school management, particularly in the case of an emergency
- Accept the right of trade union members to be represented on health and safety matters by an appointed and safety representative will be granted the appropriate time off to carry out their duties if necessary
- In the case of lettings arranged by the School, it will ensure that appropriate health and safety arrangements are in place
- Maintain, monitor and review the Health and Safety Policy annually.

Roles and Responsibilities

Governors

The Governing Body is responsible for:

- Ensuring that appropriate documentation is in place
- Monitoring its implementation; and
- Reviewing it on an annual basis.

This will be achieved by:

- By the appointment of a Health and Safety Governor
- Through the Premises/Health and Safety Committee
- By Governors receiving termly reports from the Headteacher

Headteacher

The Headteacher is responsible for:

- The day to day management of health and safety
- The Head Teacher will ensure, so far as it is reasonably practicable, all means of entering and leaving the premises available for use are safe and without risk

to health. - In the case of bad weather (snow, ice, flooding) the most sensible access to school will be used and the dangerous area cornered off to prevent access. Head, Caretaker or SLT member will be outside to ensure Parents are aware of the changes to access

- The implementation of the policy
- Ensuring that all staff are aware of the information contained in this document
- Ensuring that staff comply with the procedures laid down in this document
- Reporting to Governors on health and safety matters when necessary
- Liaising with contractors to ensure an adequate exchange of health and safety information
- Calling the Fire Service in the event of a fire. (In the absence of the Headteacher the nominated person will make the call)
- Termly Safety Audit with the Caretaker
- Yearly H&S report by an independent inspector
- Attend all relevant training as required
- Arranging a regular check of the fire alarm system and recording the results in the Fire Log Book
- Yearly meeting with Property Services re the development of the Asset Management Plan.

Caretaker

The caretaker will be responsible for:

- Ensuring that all defects in the building and grounds are dealt with promptly
- Carrying out a weekly safety check of the school grounds
- Safety Audit with the Office Manager
- Assist the Head in ensuring all means of entering and leaving the premises available for use are safe and without risk to health. - In the case of bad weather (snow, ice, flooding) the most sensible access to school will be used and the dangerous area cornered off to prevent access. Head, Caretaker or SLT member will be outside to ensure Parents and Carers are aware of the changes to access.

Staff

All staff:

- It is a requirement of the Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place and should comply with them
- It is the responsibility of all staff that they ensure the children in their care are provided with a safe and secure environment in which to learn
- All staff will therefore be issued with a copy of this document and will be expected to comply with the procedures it contains at all times
- All staff should have a responsibility towards themselves and others for health and safety and should report any problems using the procedures outlined in the next section. If necessary, they must be prepared to take appropriate action themselves to remove hazards

- Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

Practical Arrangements

First Aid:

All LSAs have received First Aid Training and are timetabled for First Aid during Playtimes and Lunchtimes. During the remainder of the day the class or year group LSA provides First Aid where necessary. During the day the first aid station is situated in the SEN room. Middays have received 1st Aid Training. Middays are responsible for taking children to the LSA First Aiders during lunchtimes for First Aid. Additional bum bags are kept in the SEN Room to be taken on school trips. It is the responsibility of the staff using the first aid kits to report to the secretary when resources are low. First aid at work officer – Mrs Sanderson.

Accident recording, reporting and investigation:

- All accidents will be recorded in the correct accident file, which is kept in the SEN room
- A report slip will be given to the CLASS TEACHER by the First Aider in order for them to inform the Parents/Carers and monitor the child
- A call home to inform the Parent or Carer **MUST** be made by the First Aider if a child bumps their head.
- Serious accidents must be brought to the attention of the First Aid at Work Officer and the Headteacher who will decide on further action including the completion of an 'Injury or Dangerous Occurrence Report Form'
- The person completing the accident record or report will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence. Accident investigation form can be found in the main office
- A risk assessment will be carried out by the Headteacher if required.

Medicines in school:

- A Medical Consent form must be completed by the parent for asthma and long term illness. This can be obtained from the School Office
- Children with medical conditions requiring long term medication will have a Health care Plan
- All medication for pupils with Health Care Plans will be held in the main office.
- Asthma medication will be kept in a Red Draw String Bag in the child's classroom and must have the child's name clearly on the label.
- For all other conditions, parents are invited to come to school to administer medicines themselves
- Where necessary, school will work closely with the Hospital School and the agencies supporting the child and family, in-order to allow the child to attend school whenever possible through a Health Care Plan.

Fire Safety:

- All staff have attended training and fire notices are displayed in each classroom.
- Hi viz jackets are hung in each classroom
- There will be a termly evacuation practice, the outcome of which will be recorded in the Fire Log Book. The time of the practices will be varied to cover all times of the school day
- Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them
- Only the Headteacher or nominated person will contact the Fire Service in the event of a fire. This information is included in the fire safety notices
- The caretaker is responsible for checking the alarm system from a different call point each week and recording the result in the Fire Log Book
- Fire fighting equipment is serviced annually and the date noted in the Fire Log Book.

Hazard and defect reporting:

All defects will be reported to the Headteacher to sanction action where necessary.

Critical incidents:

Please see the relevant policy.

Audits:

The Annual Health and Safety Audit Report will be conducted by a contracted officer and returned to the LA's Health and Safety Officer annually.

Risk Assessment:

- It is the responsibility of the 'teacher in charge' to undertake a risk assessment when taking children off the school grounds
- Parents should be notified when local visits are to be undertaken as permission has already been given at the start of the school year
- Permission must be given if travelling further afield (see Educational Visits policy)
- Risk Assessments are kept in the Admin Office
- Areas not related to the building or site will be identified termly at staff meetings or when new materials, equipment or procedures are to be used.

Control of substances, hazardous to health:

The responsibility for carrying out COSHH assessments will rest with the Headteacher, the Caretaker or the Office Manager, depending on the substance concerned

COSHH data sheets will be requested from the LA and will be kept in the Main Office.

Security/Visitors to the site:

- All visitors will be expected to report to the school office, where they will be asked to sign the visitors book and asked to wear an identification badge.
- All contractors must sign the “permission to work form” with the asbestos record before undertaking any work on the premises.
- Staff and children are encouraged to challenge politely, anyone in school they do not recognise and who is not wearing either a visitor or LA staff badge.

Other specific issues:

- All adults working within school must have an up to date DBS form – details of which will be kept in the Main Office
- The appointment of any new staff will follow the guidelines set out in the Safer Recruitment Policy.

Policy approved by Governing Board- Spring 2019

This policy will be reviewed annually with Staff and Governors

Reviewed Spring 2020

Reviewed Spring 2021

Reviewed Summer 2022