



Somerville Primary School

Health and Safety

Introduction

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Somerville Primary School including the Early Years Foundation Stage . The Local Authority (LA) health and safety policy has been taken into consideration in the formulation of this policy (www.bhsea.org.uk)

This policy will be reviewed annually or as necessary to comply with new legislation

Purpose of the Policy

This health and safety policy should be read in conjunction with the LA Statement of Policy and Intent which sets out the Authority's policy and attitude towards health and safety. The school operates within this framework and follows all instructions and advice issued by the Education Department. This document provides a framework for the creation of a safe environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

Aims

Our aims for health and safety are to

- provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school
- ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Principles

- the establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

Responsibilities

All members of the school community (teaching and non-teaching staff, pupils and governors) work towards the school's aims by

- being fully aware of their own responsibilities for maintaining a safe and healthy environment
- being familiar with all instructions and guidance on safety within the school
- using common sense at all times to take reasonable care for their own safety and that of others
- reporting any identified hazards to the Head Teacher / Health & Safety Representative without delay.



The Management Team (Governors, Head Teacher and Senior Staff) work towards the school's aims by

- recognising their corporate responsibility for ensuring that the Health and Safety Policy of the Education Department is implemented in the school
- ensuring that safe working practices and procedures are applied within the school
- continually monitoring the premises to ensure that a safe and healthy environment is maintained
- establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously
- ensuring that all members of the school community are aware of their own responsibilities
- taking responsibility for devising and implementing a school Health and Safety Policy
- monitoring and reviewing this policy and ensuring that necessary revisions are undertaken
- ensuring that all staff are familiar with the Health and Safety Policy of the school and of the LA, and any other relevant codes of practice
- facilitating safety training for staff as required
- taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified
- ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.

The Head Teacher works towards the school's aims by

- taking responsibility for the day-to-day operation of the Health and Safety Policy
- close liaison with any trade union appointed safety representative.

Teachers work towards the school's aims by

- promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others
- being good role models - vigilant and careful
- taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others
- providing opportunities for children to discuss appropriate health and safety issues.

Pupils work toward the school's aims by

- developing a growing understanding of health and safety issues
- contributing to the development of codes of practice
- conducting themselves in an orderly manner in line with these codes
- taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents work toward the school's aims by

- ensuring that children attend school in good health
- providing prompt medical notes to explain all absences



- providing support for the discipline within the school and for the teacher's role
- ensuring early contact with school to discuss matters concerning the health and safety of their children or of others
- allowing children to take increasing personal and social responsibility as they progress through the school
- accepting responsibility for the conduct of their children at all times
- ensuring that the school has an up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

PROCEDURES

For providing children with opportunities to discuss health and safety issues include

- a programme of Personal Health Social Education designed to promote mutual respect, self discipline and social responsibility (see PSHE Policy)
- Circle Time, a forum for discussion held in every classroom regularly
- the compilation of a set of Rules to begin the School Year by each class at the beginning of the Autumn term

For accident prevention, reporting and investigation include

- vigilance by all staff and children to spot potential causes of accidents and take action to prevent these where possible
- promptness reporting any potential hazards to the Head Teacher
- immediate response to such reports involving investigation and rectification of the hazard
- reporting all accidents to the Head Teacher \ Health & Safety Representative
- recording all minor accidents in the school Accident Book, and those involving more senior injury on yellow accident forms, in accordance with LA regulations
- where applicable, notifying parents in the case of accidents to children
- prompt investigation of all accidents by the Head Teacher (supported by the Health & Safety Representative) in order to establish cause and adopt remedial measures.

For first aid provision include

- the use of hygienic first aid practices by all staff
- the presence of a trained first aid officer in the school at all times. Seven of our staff have first aid training. Additional / refresher training to be provided to further staff to increase this number.
- provision of a fully stocked first aid box which is located in the main reception . This is regularly checked and maintained by the appointed person (Shahin Akhtar).
- smaller first aid kits in the infant hall, and with the lunchtime supervisors in each playgrounds
- Basic first aid kits in each classroom.
- First Aid bags (2) to be taken on trips, items used to be replenished immediately on return
- summoning of an ambulance where necessary by any responsible adult. If the school is unable to contact a parent (or an alternative, nominated, responsible person) a member of staff will accompany a child to hospital. (see First Aid protocol)
- Form completed and sent if pupil taken in an ambulance.



For Fire Precautions include

- a half termly fire drill which is monitored and timed in accordance with the LA guidelines
- weekly checks and maintenance of fire alarms and fire fighting equipment, by the school caretaker (John Dyke)
- quarterly maintenance checks on the fire alarm system (See Maintenance Log)
- annual maintenance of the fire extinguishers (See Maintenance Log)
- periodic checks of equipment, procedures and exits by the “responsible person” (John Dyke)

For the use and control of substances hazardous to health include

- storage of such substances, clearly labelled, in locked cupboards which are not accessible to children
- the wearing of appropriate protective clothing when such substances are used (e.g. rubber gloves).

For electrical safety include

- careful siting of equipment to avoid trailing leads or other hazards
- annual checks on all electrical installations and equipment (See Maintenance Log)
- pupils only using mains electrical equipment under strict supervision
- a school rule which states that children or staff may not bring any mains powered electrical equipment from home for use in school without the equipment being PAT tested and / or authorised by the Head Teacher.

For coping with special medical conditions include

- the use of hygienic first aid practices by all staff
- regular liaison with the school nurse and doctor
- informing all staff about any special medical conditions of all children in the school and about what response may be required in an emergency
- a statement in the school Brochure explaining that no child may bring medicines (including inhalers) to school unless parents have consulted the class teacher
- a requirement that all medicines (excluding inhalers) brought to school must be deposited with the school secretary in the bottle in which they were dispensed and clearly labelled with the child's name, the dosage and the frequency of dosage
- storage of all such medicines in a clearly marked cabinet. The Head Teacher is responsible for supervising the administration of doses, which will follow the LA code of practice.



**ALL STAFF MUST ADHERE TO THE LA GUIDELINES ON THE
ADMINISTRATION OF MEDICINES IN SCHOOL, A COPY OF WHICH IS IN THE
FIRST AID CABINET IN THE MAIN OFFICE**

For ensuring road and rail safety include

- annual project on safety issues including road and rail safety.

For ensuring personal hygiene include

- encouragement of a high standard of personal hygiene for all staff and children. This involves teaching all children to wash and dry their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- the provision of sanitary disposal equipment in the ladies' toilet, which are regularly serviced by an external contractor.

For ensuring food and drink hygiene include

- the school kitchen to follow the LA code of practice for hygiene and food safety (HACCP plan) and the Food Legislation policy.
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- all kitchen staff to be qualified in basic food hygiene, to level 1. Kitchen supervisor should be qualified to supervise food hygiene (level 3 – J Morris)
- regular inspections of drinking fountains - b staff room/headteachers office.
- all cups used in classrooms to be washed after use in very hot water and sterilised with Milton.
- disposable cups will not be reused
- all biscuits and snacks in classrooms will be kept in air tight metal tins
- all staff and pupils will thoroughly wash their hands before handling food or drink using the appropriate hand washing technique.

For ensuring playground safety include

- the provision of well designed playground layouts and equipment, including safety surfaces under all climbing apparatus
- conscientious supervision of playgrounds, staff having two way radio communication with the office in case of emergency
- regular inspection and maintenance of playground equipment
- school rules about playground behaviour designed to maximise playground safety.

For ensuring safety within the curriculum include

- a statement about health and safety within each curriculum policy which identifies potential problems specific to that subject of the curriculum
- training children to use tools and other equipment safely and properly
- school uniform regulations which prohibit the wearing of jewellery and require that long hair be tied back at all times
- a risk assessment form to be completed for any potentially hazardous activity and all external visits



For promoting a safe physical environment include

- a limit on pupil numbers at practical activities to prevent overcrowding with its attendant risks of accidents
- safe movement throughout the school by ensuring pupils do not run.
- continual monitoring of the safety and condition of the school and equipment by all staff
- a **No Smoking Policy** in all areas of the school buildings and grounds, advertised by the display of suitable notices
- a **No Dogs Policy** in all areas of the school buildings and grounds, advertised by the display of suitable notices (guide dogs excepted)
- provision of furniture of the appropriate height for each group of children and storage of all items in suitable containers
- teaching children to recycle or dispose of rubbish appropriately and the prompt collection of any litter by the caretaker
- prohibition of the use of toxic weed killers
- involvement of children, parents, governors and representatives of the wider community in the planning, and, where practical, the implementation, of developments to the school environment (such as making a pond or redesigning the play space)
- a variety of security measures including dusk to dawn lighting and alarm systems
- the work of the caretaker who maintains the premises to a high standard, responding rapidly to rectify damage, and whose presence deters intruders.
- a **Manual Handling Policy** to ensure pupils, staff and any other supervising adults only lift equipment and furniture within their own individual capability.
- stepladders for staff and other supervising adults to use when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.
- equipment storage at appropriate level and position relative to its height, weight and bulk.
- an asbestos register, held by the Headteacher and Site Manager. This should be made available to contractors working on site.
- Regular maintenance / safety checks on PE equipment

Reviewed April 2013

