



## **BROADWAY EAST FIRST SCHOOL**

### **HEALTH AND SAFETY POLICY**

#### **Rationale**

##### **General Statement of the Policy**

The health, safety and welfare of all the people who work in or visit our school are of fundamental importance.

The establishment of a healthy and safe environment is an essential prerequisite to the work of the school.

There is a statutory obligation to ensure, as far as is reasonably practicable, the health and safety of everyone working in or visiting the school.

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 and Objectives**

- To provide all staff with information about health and safety in school.
- To establish agreed policy and procedures in order to maintain a safe and healthy school environment.
- To maintain written Risk Assessments for the premises, school activities and educational outings.

#### **Responsibilities within the Policy**

##### **The headteacher, deputy headteacher and the governing body are responsible for:**

- ensuring that the Health and Safety rules, practices and procedures are implemented in the school, and that written risk assessments are carried out. These will be reviewed annually.
- regular monitoring to ensure that a safe and healthy environment is maintained.
- seeking and acting in accordance with specialist advice where appropriate.
- implementing action and addressing issues identified through Health and Safety Inspection.
- establishing a system for the reporting, recording and investigation of accidents and ensuring that this is rigorously applied.
- ensuring that all members of staff are familiar with the Health and Safety Policy of the school and any other relevant codes of practice.
- ensuring that all members of the school community are aware of their own responsibilities in the implementation of the Policy.
- facilitating appropriate and available training for staff.
- **(within the resources available to the school)** taking steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly repaired.
- ensuring that there are arrangements for the speedy evacuation of the building in case of fire or other emergency and that fire fighting equipment is available and inspected annually.

**The Headteacher** is responsible for the day to day operation of the Health and Safety Policy.

##### **All members of the school community (teaching and non-teaching staff, parents, pupils and governors) are responsible for:**

- being aware of their role in maintaining a safe and healthy school environment.

- taking reasonable care for their own safety and that of others.
- reporting any hazards without delay to the Headteacher.

**Teachers are responsible for:**

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

**Children are encouraged to:**

- contribute to the codes of practice through class discussion.
- conduct themselves in an orderly manner in line with these codes.
- develop a growing understanding of health and safety issues.
- take growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

**Parents are encouraged to:**

- ensure that children attend school in good health.
- provide prompt notes/telephone calls to explain absences.
- provide support for the behaviour policy within the school.
- accept responsibility for working in partnership with the school on matters relating to behaviour management.
- ensure early contact with the school to discuss matters concerning the health and safety of their child or of others.
- allow and encourage children to take increasing personal and social responsibility as they progress through the school.
- ensure that the school has up to date contact addresses and telephone numbers so that they may be swiftly contacted in emergencies.

**This policy will be reviewed annually.**

Helen McKenna  
Headteacher  
November 2012

Alun Jones  
Chair of Governors  
November 2012

**Key Documents to be read alongside this policy:**

- Premises Risk Assessments
- Education Outings Risk Assessments
- First Aid and Medication in School and Procedures for Dealing with Accidents
- Guidelines for Educational Outings
- Playtime/Lunchtime Guidelines

**Relevant School Policies:**

- PSHE and Citizenship (policy and scheme of work)
- Safeguarding
- Drugs Education
- Sex and Relationships Education
- Healthy Eating
- Behaviour Management (under review)
- Anti - Bullying
- Child Protection
- Every Child Matters – Stay Safe