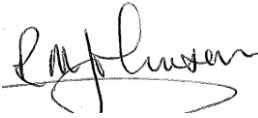




MANOR INFANT SCHOOL

Approval By: School
Review Frequency: 2 years
Next Review Due: March 2019
Last Reviewed: March 2017
CHAIR OF GOVERNORS & HEADTEACHER TO COMPLETE
Review Approved (signature): 
Date Approved: 13.3.17

HEALTH AND SAFETY POLICY

'Valued as Individuals, Inspired as Learners'

This document is a statement of the aims, principles and strategies for ensuring high standards in the Health and Safety at Manor Infant School.

The Local Authority Health and Safety Policy has been taken into consideration in the formulation of this policy.

Aims

The aims for Health and Safety are to:-

- Provide a safe and healthy environment for children, teaching and nonteaching 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 health 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, parents, 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 of safety within the school.
- Using common sense at all times to take responsible care for their own safety and that of others.
- Reporting any unidentified hazards to the Head Teacher without delay.
- Ensuring contractor's and trades people carrying out planned maintenance and repairs are supervised.

The Management Team

(Governors, Head Teacher, Site Manager and Caretakers) work to 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 work practices and procedures are applied within the school.
- Making termly inspections 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 the Local Authority and any other relevant codes of practice and legislation.
- Facilitating safety training for staff.
- 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 firefighting equipment is available and maintained.

The Head Teacher works towards the school's aims by:-

- Taking responsibility for the day-to-day operations of the Health and Safety policy.

Teachers and Support Staff work towards the school's aims by:-

- Promoting a spirit of health and 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.
- To make sure risk assessment are carried out before any off-site visits.
- Ensuring all contractors and trades people have organised their visit to the school so that the school know what work they are doing, they have risk assessments in place and use appropriate safety equipment.

Pupils work towards the school's aims by:

- Developing a growing understanding of health and safety issues.
- Contributing to the development of school and classroom rules.
- Conducting themselves in an orderly manner in line with these rules.
- Taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents work towards the school's aim by:

- Ensuring that children attend school in good health.
- Providing prompt notes/phone calls 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 throughout the school.
- Accepting responsibility for the conduct of their children at all times.

- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

The Caretakers are responsible to the Head Teacher for:-

- Ensuring the health and safety provisions and procedures affecting cleaning contractors or ground maintenance contractors are adhered to.
- Ensuring that cleaning materials and equipment liable to be a danger to pupils or staff, are correctly used and properly stored when not in use.
- Ensuring that all waste materials from the school are disposed of in accordance with the Local Authority policy.
- Maintaining a clean and effective boiler area, including the safe storage of cleaning materials.
- Maintaining a high standard of housekeeping.
- Reporting to the Head Teacher any problem or imminent danger associated with his responsibilities, as soon as it is practicable to do so.
- Liaising with Health and Safety representative to carry out regular inspections of school premises.

Procedures

1. For ensuring involvement of all members of the school community we have:

- Regular meetings of representatives of the Governing Body with caretakers to review health and safety issues.

2. For providing children with opportunities to discuss health and safety issues we have:

- A programme of personal and social education designed to promote mutual respect, self-discipline and social responsibility.
- A programme of health education.

3. For accident prevention, reporting and investigation we have:-

- Risk assessments formulated and regularly reviewed.
- Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible.
- Promptness in reporting potential hazards to the Head Teacher and immediate response to such reports.
- Reporting all accidents to the Head Teacher and a note made in the school accident book in accordance with Local Authority regulations.
- Prompt investigation of all accidents by the Head Teacher in order to establish cause and adopt remedial measures.

4. For First Aid provision we have:

- Recognised First Aiders in school
- Provision of fully stocked first aid boxes in all classrooms and in the school hall.
- Notification to parents of any head injury or minor injuries on appropriate slip.
- Summoning of an ambulance where necessary by any responsible adult and arrange for someone to meet and guide the ambulance. If the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital.
- A list of first aiders is kept in the school office, along with their training dates.

5. For fire precautions we have: (see separate policy)

- A termly fire drill which is monitored in accordance with Local Authority guidelines.
- Regular checks of equipment, procedures and exits by the Caretakers and equipment monitored yearly by Portsmouth City Council.
- All fire exits clearly signed.

6. For the use and control of substances hazardous to health we have:-

- Storage of such substances clearly labelled, locked, which is not accessible to children.
- The issue, use and care of personal protection equipment (e.g. rubber gloves) when necessary.
- Control of Substances Hazardous to Health (COSHH) data sheets are displayed for all chemical substances. These are displayed in the store in the caretaker's store.

7. For electric safety we have:-

- Careful siting of equipment to avoid trailing leads.
- Annual PAT testing electrical contractors on all portable electrical equipment.
- Every 5 years, periodic inspections are in place for all hard wiring of premises (PIR's)

8. For coping with special medical conditions we have:-

- Information given to all teaching/non-teaching/supply staff about any special medical conditions of children in school and about what response may be required in an emergency.
- Regular liaison with school nurse.
- A requirement that all medicines brought to school must be clearly labelled with the child's name and appropriate dosage and frequency of dosage and kept in the medical room.
- For administering of medication, please see the school's Medicine Policy and Administering Medicine Form.

9. For ensuring road safety we have:-

- Parking restrictions in the road outside school which parents are regularly urged to obey.

10. For ensuring personal hygiene we have:-

- Encouragement of a high standard of personal hygiene. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.

11. For ensuring Food safety:-

- A Food safety management procedure is in place and the school has its own kitchen which provides daily meals for the children.
- The school meals are cooked on site by the ISS Facility Service.
- The ISS kitchen staff are trained in Food hygiene.

12. For ensuring playground safety we have:-

- School rules about playground behaviour designed to maximise playground safety conscientious supervision of playgrounds.
- Regular inspection and maintenance of play areas.

13. For ensuring safety during physical education we have:-

- All PE equipment regularly checked.
- Close supervision and appropriate rules in place.

14. For safety on school trips, farm visits and outdoor pursuit activities:-

- Refer to separate policy.
- Risk assessment completed for each school trip – consider staff pupil ratio, issuing of first aid kit, wrist bands, high visibility vests and mobile phone. Every group supported by a member of school staff.
- For further details, see the school's Off-Site Visits policy.

School has effective procedures and policies in place for the following Health and Safety areas: - see related policies

- Accident and Incident Reporting
- Administration of Medicines
- Behaviour and Anti-Bullying
- Attendance
- Safeguarding and Child Protection
- Off-site activities
- Fire and Emergency evacuation policy and procedures
- ICT and internet/e-safety
- Race Equality
- Sex and Relationship education policy