



MANOR INFANT SCHOOL & NURSERY

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CHAIR OF GOVERNORS & HEADTEACHER TO COMPLETE	<i>R.E. Anderson</i>
Review Approved (signature):	
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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 and Nursery.

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 safety 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

Everyone is responsible for their own safety and the consequences of their own acts and omissions that can affect the safety and health of others. All members of the school community (teaching and non-teaching staff, parents, pupils and governors) work towards the school's aims. They are to:-

- carry out their work activities in a safe and competent manner, following safe operating procedures and as directed by the headteacher where applicable
- attend mandatory H&S training and additional H&S training, as directed by their manager. Staff must bring to the attention of the headteacher any outstanding training requirements needed to ensure they can carry out their work activities in a safe and competent manner. Staff should not carry out a work activity if they are not trained or competent to complete the task safely
- conduct activities with due regard for the safety of themselves and others and within the scope of their knowledge and training. All staff are required to co-operate with and assist school safety representatives as required
- use any machinery, equipment, dangerous substances, transport equipment and/or PPE provided, in a safe manner and in accordance with their level of competence and any training and instruction received
- verbally report all H&S related accidents and violent incidents to the headteacher and complete the necessary report forms in accordance with the Council's accident and violent incident reporting policies
- report any matters of concern regarding H&S management, such as workplace hazards and failures in safety arrangements, to the headteacher.

The Management Team

(Governors, Headteacher, Site Manager and Cleaners) 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 Site manager is responsible to the Head Teacher for:-

- Ensuring the health and safety provisions and procedures affecting cleaning contractors, ground maintenance contractors or other contractors carrying out work at the school, 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 is 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 Headteacher 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.

It is a legal requirement to display the HSE's 'Health and Safety law – what you should know' poster in all council managed and populated sites (workplaces) - only one poster required for each site.

Note: posters are purchased direct from HSE:

<http://www.hse.gov.uk/pubns/books/lawposter.htm>

It is a legal requirement to ensure all council employees receive appropriate and sufficient information and instruction in relation to corporate, service-specific and workplace specific H&S and fire safety procedures and advice available/applicable to them as individuals.

In addition to the corporate mandatory and statutory H&S training requirements, the school will ensure all staff are aware of and can access/view the following (either by intranet, hard copies in the workplace or both):

- PCC policy statement of intent (signed by the Chief Executive and Leader of the Council) - to be ideally located with the 'Health and safety law' poster

- details of the site/premise manager, first-aiders and fire wardens responsible for H&S in their place of work.

Procedures

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

- Regular meetings with the Health and Safety governor representative, headteacher and the site manager 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 Headteacher and immediate response to such reports.
- Reporting all accidents to the Headteacher and a note made in the school accident book in accordance with Local Authority regulations.
- Prompt investigation of all accidents by the Headteacher in order to establish cause and adopt remedial measures.

4. For First Aid provision we have: (see separate policy)

- 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 Site Manager 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. Asbestos management

- The asbestos register is held in the office.
- The Site Manager is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to PCC.

8. 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)
- No personal electrical items should be brought in for use in the school.

9. 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.

10. For ensuring road safety we have:-

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

11. Visitors

- All visitors must report to reception where they will be asked to use the computerized visitors' log in system and wear an identification badge.
- Visitors will be provided with H&S information relevant to their visit i.e. fire evacuation procedures, safeguarding and /or asbestos register.
- Visitors will be accompanied by a member of staff during their visit and on the conclusion of their visit to log out of the visitors' system and hand back their visitors' pass.

12. Contractors

- All contractors must report to reception, where they will be requested to log into the computerized system and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.
- The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work. However, wherever possible, works are arranged to be carried out outside of school time.

13. 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.
- A wet VAX machine is available to remove and clean up following body spillages.

14. 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.

15. 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.

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

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

17. Faulty equipment

- Any equipment of any nature found to be faulty should be immediately withdrawn from use and isolated, if possible, or clearly marked “do not use”. This should be reported to the Site Manager or Headteacher as appropriate and repair/replacement organized as appropriate.

18. Ladders and access equipment

- The Site Manager will be responsible for inspection and maintenance of ladders and other access equipment.

19. 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
- Lone Working
- Race Equality
- Sex and Relationship education policy