

ALBURGH WITH DENTON PRIMARY SCHOOL

HEALTH AND SAFETY POLICY



Adopted by the Governing Body: Spring Term 2019

Due for review: Spring Term 2022

Our vision is that our school will give each person a chance to grow like the mustard seed. Our knowledge and skills will be rooted in Christian values as we grow and flourish from tiny seeds to big strong trees. Like the tree, we will provide help and support to others.

Status

Statutory

Governing bodies of community and voluntary controlled schools must use the policy provided by their local authority.

Purpose

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to the school. Parents/carers need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.

Who/what was consulted?

This policy is based on the local authority's (LA's) model. The content has also been influenced by guidance from the DfE and the Health and Safety Executive.

Relationship to other policies

This policy should be read in conjunction with the curriculum policy, pupil discipline policy, first aid policy, child protection policy, subject policies, and the policies for lettings, nutritional standards, drugs, staff discipline and school visits.

Roles and responsibilities of headteacher, other staff, governors

The **headteacher** is responsible for ensuring that all health and safety procedures are followed. She will ensure that:

- all members of staff understand and fulfil their responsibilities to ensure a safe learning environment
- staff are aware of their responsibilities and receive appropriate supervision, instruction and training
- staff, pupils and others are encouraged to promote health and safety and know how to report any defects or hazards
- risk assessments are carried out for activities on and off the school site
- LA and DfE guidance is followed for all school trips and visits
- sufficient resources are allocated to meet health and safety priorities
- termly health and safety inspections take place in consultation with health and safety representative(s) and governors

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- all defects and/or hazards are made safe in a timescale commensurate with the risk they pose
- specialist advice is sought as and when necessary
- some staff have designated responsibilities for ensuring aspects of health and safety, such as the Educational Visits Co-ordinator and the Site Manager
- sufficient members of staff receive training in first aid and administration of medicines to ensure adequate cover at all times
- the SENCO and other relevant staff are informed about any medical conditions that their pupils have
- first aid facilities are fit for purpose
- a log is maintained of all activities relating to ensuring health and safety, including dealing with accidents and incidents.

The **governing body** will:

- promote high standards of health and safety within the school
- assign responsibilities, including designating a governor for health and safety
- establish a committee for health and safety
- monitor the allocation of funds based on effective and comprehensive risk assessments
- carry out regular health and safety inspections following guidance from the LA
- ensure that there are risk assessment procedures in place to identify all risks relating to the premises, school activities and school-sponsored activities
- provide appropriate resources from the school's delegated budget to ensure that risks and hazards are minimised or eliminated
- ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities
- evaluate the measures taken to minimise or eliminate risks and hazards
- ensure that there is designated space for medical or dental examination and treatment and for caring for sick or injured pupils during the school day
- ensure that hirers are aware of their duty to provide evidence of insurance cover for their activities
- take all reasonable steps to ensure that the principal person in charge of hirers, contractors and others makes sure they conduct themselves and carry out their operation in such a manner that all statutory and advisory safety

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requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then the organiser of that activity, even if an employee, must comply with the requirements of the policy.)

- review this policy and update it if necessary.

All staff will:

- be familiar with the health and safety policy and all safety regulations laid down by the governing body
- take reasonable care for their own health and safety and that of others who may be affected by their actions
- make regular safety inspections of their areas of work and report to their line manager any danger to health and safety, whether serious and immediate or not
- only use equipment that they are competent to use
- follow instructions when using any machinery, equipment, dangerous substance or safety device
- take an active interest in promoting health and safety and suggest ways of reducing risks.

All **pupils** and **visitors** to the school will be expected to take reasonable care for their own health and safety and that of others who may be affected by their actions.

Specific Health and Safety Responsibilities:

fire and other emergencies	Mrs Sonnex
first aid and the administration of medicine	Miss Francis and Mrs Sampson
hazard reporting	Mrs Sonnex
accident and incident reporting procedures	Mrs Sonnex
violent incidences	Mrs Sonnex
security of the premises	Mr Goldsmith
maintenance of the premises	Mr Goldsmith

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provision of information and training	Mrs Sonnex
specific risks associated with curriculum areas, visits, mini-bus or coach travel, etc.	Mrs Sonnex
safety inspections	Mrs Thompson
litter	Mr Goldsmith
use of premises outside of school hours	Mr Goldsmith
waste management	Mr Goldsmith
safety representatives	Mrs Sonnex
visitors and contractors	Mrs Sonnex and Mrs Byer
trespassers and intruders	Mr Goldsmith
use of force to control or restrain pupils	Mrs Sonnex
supplies – purchasing/procurement and deliveries	Mrs Byer
catering and nutritional standards	NORSE
noise	Mrs Sonnex
smoking	Mrs Sonnex

Arrangements for monitoring and evaluation

The headteacher will report on a half termly basis to the governing body through the headteacher's report or the Resources Committee. The report will address hazards and risks that were identified during school and out-of-school hours and the steps taken to minimise or eliminate them. The governing body will evaluate those outcomes and will consider whether any further action should be recommended.