



***For every child to reach their potential and
'Live Life in all its Fullness.'***

Policy: Health & Safety

Statement of Intent: Hindsford CE Primary School is committed to ensuring the health and safety of all its children, staff, governors and visitors.

Responsibilities:

In accordance with the requirements of the Health and Safety at Work Act 1074, the undermentioned responsibilities are to be fulfilled by the Headteacher and the School Business Manager:

1. Responsible for the day to day implementation and monitoring of the Health and Safety policy within the school.
2. The Health & Safety officer is responsible and accountable to keeping the Headteacher fully informed at all times.
3. Ensure procedures are in place for providing H & S advice and information to new employees, volunteers and visitors.
4. Ensure all contractors have read and signed the Asbestos register.
5. Put in place and review regularly emergency evacuation procedures.
6. Bring to the attention of the Governing Body any Health & Safety matters raised and any H & S guidance received from the authority.
7. Review regularly the safe performance of all departments within the school; take appropriate action when and where necessary and report regularly to the Governing Body.
8. Ensure that all accidents, incidents and dangerous occurrences on the premises are reported to Mrs Holden/Mrs Mitchell and are then investigated where appropriate; preventative measures are taken where necessary and the required reports are submitted to the appropriate authorities. Incidents should be reported to the Governing Body at each meeting.
9. Ensure adequate first aid provision for staff, pupils and other persons if they are injured or become ill at school and ensure that appropriate provision is made for staff and pupils when they are working off site. (eg. on an educational visit).
10. Ensure that safe working practices are adopted at all times to protect the H & S of employees, pupils and any other persons who be affected.
11. Ensure that his/her knowledge on H & S matters is kept up to date.
12. Will seek advice when appropriate from specialist Health & Safety advisors.
13. Ensure that H & S facilities and procedures take into account pupils with special educational needs, especially those whose handicaps may present specific H & S risks and ensure that appropriate H & S equipment, training and guidance is provided for staff assigned to teach and care for them.
14. Ensure all parts of the premises and equipment are regularly inspected and maintained in safe working order, or any item which constitutes a H & S hazard is taken off use.
15. Ensure that contractors invited to work on the premises are closely monitored and ensure that the working practices do not endanger the H & S of employees, pupils and other persons using the premises. Liaise with the contractors in case of such problems and if necessary involve the Local Authority and suspend the work until safe working arrangements are made.
16. Ensure all staff are made aware of any changes in working practices.
17. Ensure that all employees comply with their safety duties and obligations and if necessary to consider appropriate disciplinary action in accordance with the council's published procedures.

Arrangements

The arrangements described below are the minimum standards that will be achieved to maintain a safe environment for staff, pupils and visitors.

- **Accidents** – in the event of an accident to a child – minor accidents should be dealt with by a member of staff – more severe accidents should be reported to one of the main first aiders in school. An accident form must be completed at all times and stapled into the child's planner. In the event of an accident to a member of staff – this must be reported to one of the main first aiders and also to the SBM.

- **Contractors** – All contractors must have signed the asbestos register and must sign in and out at the front office.
- **COSHH** – all substances under this category must be kept locked away and out of reach of children.
- **Health & Safety Information** – a copy of the H & S Law poster must be displayed in school (in the front office)
- **Electrical Equipment** – this must be PAT tested by the LA.
- **First Aid** – all first aid equipment is kept in the small kitchen in a labelled cupboard. Stock is replenished when necessary.
- **Medication** – any medication brought in to school for a child must be officially labelled with the child's name, only prescribed medication will be administered by staff in school. The parent must bring the medication to the front office and complete a form, without this form the medication will not be given to the child. Inhalers must be named and are kept in the classroom. Any medication required by a child will be taken whenever the child leaves the school premises (trips, outings to other schools). Any relevant training will be given to staff (epilepsy, epi pens, diabetes).
- **Fire Prevention** – this is tested weekly by the Sitemanager and is recorded. Fire drills are carried out every half term – a review is carried out after each fire drill.
- **Visits** – Risk Assessments are completed by J Mitchell for all trips. Any relevant medication is taken on trips.
- **Supervision of Pupils** – there will always be an adequate child:staff ratio in all situations.
- **Security** – Gates must remain locked during the school day. Gates are only opened 5 minutes before the start of the school day and are locked at 8.40am. Gates are opened at 3.25pm and are locked again by 3.40pm. All visitors must sign in and out.
- **Transport** – at all times, whenever vehicle transport is required to be used by pupils and staff, all passengers regardless of age, will be provided with one seat each and seatbelts will be worn.
- **Outdoor Play Equipment** – all outdoor play equipment is inspected twice a year by the Local Authority, any repairs required are acted on immediately.
- **Mobile Phones** – These must not be used in front of children except in real emergencies (trips out of school – accidents), all mobile phones must be kept in locked lockers and on silent, if a member of staff does not have a locker their phone must be stored in the front office. All visitors must hand their phones in at the front office.
- **Legionella** – weekly checks are done by the Sitemanager where necessary, the appropriate forms are completed and recorded on line. Monthly checks are carried out by the Local Authority.

This policy will be reviewed annually

Named Persons with Responsibilities.

Responsibility	Named Person
Headteacher	Mrs E Holden
Deputy Headteacher	Miss R Dempsey
School Business Manager	Mrs J Mitchell
Fire Warden	Mrs J Mitchell
Legionella Awareness	Mrs J Mitchell, Mrs L Cocklin Mulcahy
Asbestos Awareness	Mrs J Mitchell, Mrs E Holden
Health & Safety Officer	Mrs J Mitchell, Mrs E Holden
Health & Safety Governor	Mrs B Bennett
Safeguarding Lead	Mrs E Holden
Deputy Safeguarding leads	Miss R Dempsey Mrs J Mitchell
Safeguarding Governor	Mr A Morris
SENCO	Miss R Dempsey
Safer Recruitment Trained	Mrs E Holden Mrs J Mitchell Mr A Morris
First Aiders	Mrs P Wells Mrs J Mitchell

All staff have received basic first aid training.

All staff have received Level 2 Child Protection training.

All staff have received training in Care of a Child with Epilepsy.

Several members of staff have been trained in rescue medication for epilepsy.

Several members of staff have been trained in caring for a child with Type 1 diabetes

Several members of staff have been trained in caring for a child with a severe nut allergy, requiring an Epi Pen/Jext Trainer