



## Health and Safety Policy

### 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 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?

All staff, pupils, parents, and governors have contributed to this policy, which is based on the LEA's model. The content has also been influenced by guidance from the DfES and the Health and Safety Executive.

### Relationship to other policies

This policy should be read in conjunction with the curriculum 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/he 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
- risk assessments are carried out for activities on and off the school site
- LA and DfES 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
- 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
- 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 LEA
- 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 arrange 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 requirements are met at all times. (When the premises or facilities are being used out of normal school hours for an activity, then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and expected to comply with the requirements of the policy.)
- review this policy and update it at least annually.

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.

*[Detailed guidance may be attached, identifying named people for specific responsibilities, for any or all of the following:*

- *fire and other emergencies*
- *first aid*
- *hazard reporting*
- *accident and incident reporting procedures*
- *violent incidences*
- *security of the premises*
- *maintenance of the premises*
- *provision of information and training*
- *specific risks associated with curriculum areas, visits, mini-bus or coach travel, etc.*
- *safety inspections*
- *litter*
- *use of premises outside of school hours*
- *waste management*
- *safety representatives*
- *visitors and contractors*
- *trespassers and intruders*
- *use of force to control or restrain pupils*
- *supplies – purchasing/procurement and deliveries*
- *catering and nutritional standards*
- *noise*
- *smoking*
- *administration of medicines*
- *bullying or harassment.]*

Arrangements for monitoring and evaluation

The headteacher will report on a termly basis to the governing body or the Health and Safety 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.

**To be reviewed:** Summer 2015

Signed .....

Mrs CV Collett

Executive Headteacher

July 2015

Signed .....

Mrs E Woods

Chair of Governors