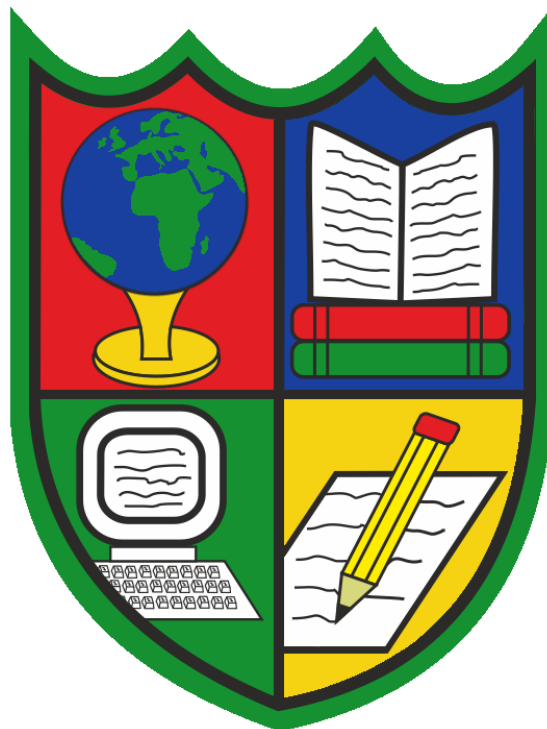


Highfield Primary School



Health & Safety Policy

Health & Safety Officers: David Glyn-Jones (Head Teacher)
Deb Helme (Deputy Head Teacher)
Peter Consterdine (Site Manager)

Health & Safety Governor: Luke Kirkpatrick

Policy Date: September 2024
Review Date: September 2025

Introduction

This document is a statement of the aims, principles and strategies for ensuring Health and Safety at Highfield School. The LA Health and Safety Policy of April 2000 influenced the first draft. The policy has continued to develop through a process of consultation between all members of the school community. Risk assessments are separately filed, as are specific issues relating to the inclusion of pupils with medical needs.

Purpose of the Policy

This Health and Safety Policy should be read in conjunction with the LA statement of policy and intent which sets out the Authority's policy and attitude towards health and safety. The school operates within this framework and follows the instructions and advice issued.

This document provides a framework for the creation of a safe environment in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

Aims

Our aims for health and safety are:-

- To provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises during school hours.
- To ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Responsibilities

1 All members of the school community (teaching and non-teaching staff, parents, pupils and governors) work towards the same aims by :

- being fully aware of their own responsibilities for maintaining a safe and healthy environment;
- being familiar with all instructions and guidance on safety within the school;
- using common sense at all times to take reasonable care for their own safety and that of others;
- reporting any identified hazards to the head teacher without delay.

2 The Management Team (Governors, Head Teacher, Deputy Head Teacher and senior members of staff) work towards the school's aims by :-

- taking responsibility for the formulation of a school Health and Safety Policy;
- monitoring and reviewing this policy;
- ensuring that all staff are familiar with the Health and Safety Policy of the school;
- facilitating safety training for staff when necessary;
- ensuring that safe working practices and procedures are applied within the school;
- ensuring that all members of the school community are aware of their own responsibilities;
- establishing a system for the reporting and investigation of accidents and ensuring this is applied;
- taking steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is rectified at the earliest opportunity;

- ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency.

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

- taking responsibility for the day to day operation of the Health and Safety Policy
- liaising closely with the school's health and safety representative and the school nursing team.

4 Teachers and TAs work towards the aims of the school by:

- promoting a spirit of safety consciousness amongst children, ensuring that they are aware of their responsibilities in taking reasonable care for their own safety and that of others;
- being good role models;
- taking quick, firm action to ensure that children are not allowed to jeopardise their own safety and that of others;
- providing opportunities to discuss appropriate health and safety issues.

5 Children work towards the aims of the school by:

- developing a growing understanding of health and safety issues;
- contributing their ideas to the development of school rules (see Golden Rules of Highfield);
- conducting themselves in an orderly manner in line with these Golden Rules;
- taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

6 Parents work towards the school's aims by:

- ensuring that children attend school in good health (See Attendance Policy);
- providing information to explain all absences;
- providing support for the teacher's role in maintaining discipline, good behaviour and safety;
- ensuring early contact with the school to discuss matters concerning the health and safety of their children and 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 can be contacted quickly in emergencies.

Procedures

Procedures are in place to address the following issues:-

1 Involvement of all members of the school community:

- regular meetings of the relevant members of the Governing Body which includes teaching and non teaching staff, parents and other governors;
- regular meetings of teaching and non teaching staff, governors and parents, in order to develop and monitor health and safety policy and its implementation;
- offers of training for all members of the school;
- governor training;
- frank and open debate about health and safety issues at Governors' meetings.

2 The provision of opportunities for children :

- a programme of Personal, Health and Social Education programme designed to promote mutual respect, self discipline and social responsibility (see PHSE policy).
- The compilation of rules and procedures which are reinforced at regular intervals (see Behaviour Policy)

3 Prevention, reporting and investigation of accidents

- vigilance by all staff and children to spot potential causes of accidents taking action to prevent these where possible;
- promptness in reporting any potential hazards to the head teacher;
- prompt response to such reports;
- recording accidents in the school's accident book;
- reporting all serious accidents to the head teacher.

4 First Aid Provision

- use of hygienic first aid practices by all staff, reinforced through training and discussion;
- the presence of a trained first aid officer in the school;
- provision of a fully stocked first aid box located in the staff room, and smaller first aid boxes throughout the school. These boxes are maintained by the trained first- aider, Mrs Howarth.
- Summoning an ambulance when necessary by a responsible adult. If the school is unable to contact a parent or an alternative, nominated responsible person, a member of staff will accompany a child to hospital.

5 General Safety/Fire precautions checklist

- a set of written regulations for emergency evacuations (see Appendix 1)
- A termly fire drill reported in the head teacher's report to governors;
- Periodic checks of equipment, procedures and exits by the local fire brigade and maintenance officers.
- Regular weekly checks of fire alarms by the site manager.

6 The use and control of substances hazardous to health

- storage of such substances, clearly labelled, in places not accessible to children;
- the wearing of appropriate protective clothing when such substances are used (eg - rubber gloves).

7 Electrical Safety

- careful siting of equipment to avoid trailing leads of other hazards;
- annual checks by the LA electrical safety officer on all electrical installations and equipment;
- a code of practice for all children using electrical equipment (see Appendix 2)

8 Special Medical Conditions (not short term illnesses)

- regular liaison with the school nurse;
- informing all staff about any special medical conditions of all children in school and about what response may be required in an emergency;
- administering regular medication to named children in exceptional circumstances in liaison with parents and the school nurse (see Appendix 3,4,5)

9 Road Safety

- crossing patrol wardens whose responsibility it is to ensure children's safety at the Marsh Lane/Bradford Road/Plodder Lane intersection.
- parking restrictions in the road outside the school gates which parents are regularly urged to obey.
- regular reminders in assemblies and in class time about road safety;

- provision of cycling proficiency courses from Bikeability for Year 5 children
- regular liaison between school, governors, and the police

10 Personal hygiene

- encouragement of a high standard of personal hygiene for all staff and children.
- Coverage of menstruation in the programme of PHSE for Year 6 children;
- Maintenance of a stock of sanitary towels in the Year 6 classrooms;
- Provision of sanitary disposal equipment in the appropriate ladies' and girls' toilets, regularly serviced by an external contractor.

11 Food and Drink

- a rigidly enforced code of practice for hygiene in the school kitchen, implemented and monitored by the DLO.
- A school meals service which offers a carefully balanced diet;
- A Healthy Breakfast Club
- A Healthy Snack Time which supplies a range of healthy foods at morning break and fruit in the afternoons
- A programme within the PHSE policy which includes the study of healthy eating (including, where appropriate, packed lunches.)

12 In the playground

- well staffed and conscientious supervision of playgrounds at school breaks and at lunchtimes;
- school rules about playground behaviour designed to maximise playground safety (see Golden Rules and Behaviour Policy).
- Locking of external gates from 9.00am - 3.00pm ;
- No dogs policy
- Provision of litter bins and recycling boxes and encouragement of children to use them.

13 Safety within the Curriculum

- a statement about health and safety within each curriculum policy which identifies potential problems specific to that subject;
- following the school's practices and procedures when taking children out of school on trips and visits, (see policy and risk assessments);
- training children to use tools and other equipment safely;
- regulations on what to wear for school including a statement on the wearing of jewellery during any physical activity (see current school brochure)

14 Controlled access to the building, pupils and staff

- use of security measures, including coded security locks, burglar and fire alarm systems;
- controlled internal entrance
- all visitors must report to the school office and sign the visitor's book where they will be issued with a visitor's badge. All visitors must sign out when leaving the school building.
- any adults on site who do not work in the school and who are not wearing a visitors badge must be challenged and reported to the school office.
- main entrance is locked, allowing access on request from the school office, via an intercom.
- use of Governors' policy for protection of pupils and staff, when appropriate

15 Risk assessments and safe practice by visiting contractors

- completion of risk assessments for tasks carried out in school;

- use of Site Manager to liaise with visiting contractors in relation to expected safe practice while on school premises.
- Conditions & rules that apply to contractors working on school premises

Linked Documentation

- 1 First Aid Files
- 2 Behaviour Policy
- 3 Safeguarding Policy
- 4 Anti-Bullying Policy
- 5 Attendance Policy
- 6 School Brochure for the current year
- 7 Supporting Medical Needs in School – guidance and linked policies
- 8 Central Personnel Services, Bolton Metro : Health and Safety Policy
- 9 Risk Assessment folder

Signed _____ Head Teacher

Signed _____ H & S Governor