



Children and learning at the heart of
our CARE-ing community

Old Fletton Primary School Health & Safety Policy

Version 5 - January 2019

OUR ASPIRATION FOR OLD FLETTON PRIMARY SCHOOL

Health & Safety	Taking the responsibility for protecting the health and safety for everyone in school.
Purpose	The purpose of this policy is to further our aim to provide a secure and safe environment for all in which to learn and work.
Linked policies	Teaching and Learning Policy Outdoor & Educational Visits Policy Accessibility Plan Safeguarding & Child Protection Policy

What is the policy for?	This policy is to ensure a common understanding regarding all health and safety procedures.
Who has devised and contributed to this policy?	This policy was originally prepared by the Headteacher and Governors.
How will this policy be communicated?	This policy is available on the school website and in the Headteacher's office.
How will this policy be monitored?	This policy will be reviewed annually inline with the policy monitoring schedule in addition to an annual health and safety audit carried out by the school Premises Officer and H&S Governor.

Rationale

- The purpose of this policy is to further our aim - to provide a secure and safe environment for all in which to learn and work.
- The Governing Body, together with the LA, take responsibility for protecting the health and safety for everyone in school and we believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.
- All staff and governors have contributed to this policy, which is based on the LA's model. The content has also been influenced by guidance from the DFE and the Health and Safety Executive.
- This policy should be read in conjunction with other policies, e.g. policies for lettings, nutritional standards, drugs, child protection, behaviour and discipline, no smoking, educational visits and administering medicines in school.

Roles and responsibilities

The Headteacher is responsible for ensuring that all health and safety procedures are followed. They 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 DFE guidance is followed for all school trips and visits
- All defects and/or hazards are made safe in a time scale 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:

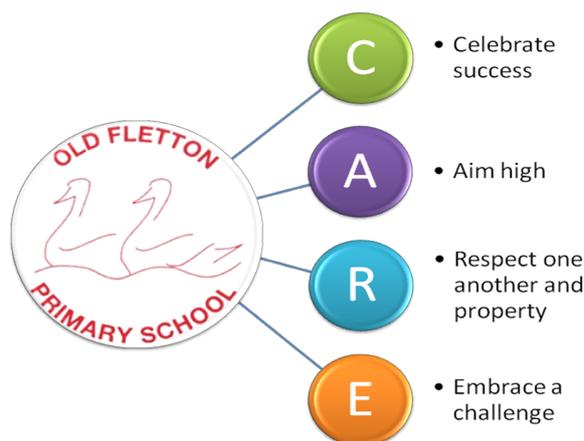
- Promote high standards of health and safety within the school
- Assign responsibilities, including designating a governor for health and safety
- Monitor health and safety through a link Governor (Sally Bussey)
- Ensure that there are risk assessment procedures in place to identify all risks relating 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 or hazards
- Ensure that there is a designated space for medical 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 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 of 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 of their own health and safety and that of others who may be affected by their actions. Everyone is expected to follow the core values of CARE.

Old Fletton's Core Values



Health and the Curriculum

- We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum, e.g. handling equipment safely and avoiding accidents.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in science, where children learn about healthy eating and hygiene. We also teach them how to move and play safely in PE lessons.
- Our school promotes a healthy lifestyle. At break time fruit is available to all children in KS1 and for sale to children in KS2. Fresh water is freely available for staff and pupils.
- Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We ensure that all menus provided meet the required nutritional standards in line with regulations 2015. All KS1 children are entitled to Universal Infant Free School Meals. If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.
- We are proud of having achieved Healthy School status.

Safety of children

- It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Headteacher before the activity takes place.
- We do not take any child off the school site without the prior permission of the parent unless the visit is within normal school hours where parents will have been notified in advance.
- If an accident does happen, resulting in an injury to a child, staff will do all they can to aid the child concerned. We keep a first aid box in the medical room and at the bottom of the slope on the window sill. Staff who are trained first aiders are listed in the medical room.
- Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, a member of staff will telephone for emergency assistance.

- We record all incidents involving injury in the school log, and we inform parents where necessary. Should a child be quite seriously hurt, or we consider it necessary to seek the views of parents, contact is made through the details they have provided.
- Information is sought from parents about any medical needs on admission to school. Medicines are not usually administered during the school day, other than preventative treatments for documented conditions. Exceptions may be applicable in exceptional circumstances. All medicines must be booked in to school via the school office. Only prescribed medicines required four times a day or those for documented conditions, labelled with correct administration details may be administered in school and kept either in the locked cupboard or fridge in the medical room. Medicines must NOT be stored in the food/drink fridge.

Safety on the premises

- While it is difficult to make the school site totally secure, we do all we can to ensure the school is a safe environment for all who work or learn here.
- We require all adult visitors / contractors to the school who arrive in normal school hours to sign the visitors' book in the reception area and to wear an identification badge at all times whilst on the school premises.
- Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them, or they are not accompanied by a member of staff.
- If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, they will contact the police. It is the responsibility of all staff to question the presence of unknown adults in school.
- The school undertakes at least a termly fire drill to monitor procedures in the event of a fire. A critical incident management plan will be put in place by the FReSH committee for a serious emergency. Evacuation procedures are clearly displayed in each room.
- It is the responsibility of all staff to report hazards relating to the building to the Headteacher.
- Safety inspections are carried out regularly in accordance with the advice provided by the LA.
- Deliveries to school will usually be moved by the site officer who has training for lifting and carrying heavier items.
- All litter generated by the pupils is deposited in the bin or recycling bin as appropriate. Litter blown onto the site is generally collected and disposed of by the caretaker, or by staff using appropriate safety equipment.
- Waste management is the responsibility of the caretaker together with the Headteacher and company employed for waste disposal in our school.

Smoking

- The school is a no-smoking area and a policy outlining our commitment to ensuring this is available.

Seat belts

- We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

Violent incident

- Should any incident involve physical or abusive action against a member of staff, we will report this to the Health and Safety Executive and support the member of staff in question if he or she wishes the matter to be reported to the police.

Arrangements for monitoring and evaluation

- The Governing Body's FReSH committee has responsibility for health and safety matters. They will inform the Governing Body of new regulations regarding health and safety, and ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The committee in question monitors that the school liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.
- The Governing Body, in consultation with professional advisors, monitors risk assessments to ensure that the school is a safe environment. In addition, risk assessments are made by staff for school activities, including off-site visits. Training in risk assessment is carried out regularly and risk assessments are reviewed frequently.
- The Governors conduct regular (termly) health and safety walks to monitor the safety of the environment.
- The Headteacher implements the school health and safety policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.
- The Headteacher's termly report to governors includes relevant health and safety issues. The report will address accidents 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.

Appendices (available in school):

1. Risk Assessment support & guidance
2. Risk Assessment form
3. Fire and emergency evacuation procedures

Risk assessments are collated and held in the school office. Copies of risk assessments for school visits are kept for reference with the Educational Visits and Outdoor Learning (EdVOL) Leader. A Risk assessment summary is updated when new risk assessments are added.

Fire Evacuation Procedures

All employees, pupils and visitors should familiarise themselves with the sound of the fire alarm and emergency exits where the break glass points are located.

The assembly point is on the playground near the double gates leading to the car park.

Exits routes are displayed in each room – please familiarise yourself with the designated route.

Procedure:

- If you discover a fire, activate the nearest fire alarm break glass point.
- Evacuate the building using designated route.
- Office staff will contact Fire & Rescue Service.
- Office staff to take out registers and visitors book to assembly point for conducting roll call. (If the fire alarm sounds before registers have been returned to the office, TEACHERS MUST TAKE THEIR OWN REGISTER TO ASSEMBLY POINT)
- Building to be checked to ensure all rooms have been evacuated as follows:
Headteacher - main building upstairs and nursery
Deputy Headteacher - main building corridor/toilets and new building downstairs
Office Manager - toilets by lost property, reception classrooms, hall & toilet
- Carry out roll call and inform Fire & Rescue Officer if any person is missing.
- Do not re-enter the building for any reason until instructed by the Fire Officer that it is safe to do so.